

## Position Description

### Be You Contact Liaison Officer (Clinical)

**Location:** National Office - Melbourne

**Department:** headspace Schools

**Level:** HS5 – HS6 (Depending on experience)

**Employment Type:** Maximum Term, Full time / Part time

**Approved By:** Julia Smith

**Date Approved:** April 2020

**Agreed By:** \_\_\_\_\_

**Date Agreed:** \_\_\_\_\_

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#### 1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

#### 2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

#### 3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services



#### **4. HEADSPACE VISION FOR RECONCILIATION**

The headspace vision for reconciliation is an equitable Australia where the 60,000 year old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

#### **5. POSITION SUMMARY**

The Be You Contact Liaison Officer (Clinical) will work under the direction of the State/Territory Manager to support schools through the delivery of the Be You Bushfire strategy to Australian primary and secondary schools within the bushfire impacted areas of QLD, VIC, NSW, and SA.

headspace, as the implementation partner, will work with Beyond Blue, Early Childhood Australia and Emerging Minds to deliver an evidenced-based long term recovery plan built on disaster recovery principles to support primary and secondary schools in bushfire impacted areas. This will also support the wider implementation of Be You in each State and Territory.

The Be You Service through continuous professional development of educators will promote optimal social and emotional health and wellness in schools. Drawing from the experience of headspace School Support Service, the Be You Service provides postvention support to schools following a suicide or attempted suicide, as well supporting the school community in implementing preventative strategies.

The incumbent will work directly to support school communities to develop recovery action plans or undertake other activities to assist the school community on their recovery journey. Some of these actions may be developing a service map of their local area, trauma or self-care training for staff, parents or students, or practical short term activities for staff, students or parents to promote recovery. With their State/Territory Manager and the Strategy Manager: Bushfire Impacted Areas, the Be You Contact Liaison Officer (Clinical) will also liaise with stakeholders in their area from education, health, and other community services involved in bushfire recovery.

The Be You Contact Liaison Officer (Clinical) will contribute to the establishment and successful delivery of timely and evidence based postvention support to school communities to assist them to plan, respond and recover. They will provide a clinical response and recommendations.

#### **6. POSITION CONTEXT**

Reporting to the State/Territory Manager, the Be You Contact Liaison Officer (Clinical) will be a qualified mental health professional who is experienced in working in the provision of youth mental health care and delivering clinical mental health or advisory services to schools. The position calls for a motivated individual who can engage, liaise and negotiate with a broad range of stakeholders and organisations, whilst displaying excellent clinical skills. This role primarily supports teachers, leaders and schools rather than providing direct clinical services to young people.

The Be You Contact Liaison Officer (Clinical) will specifically work with schools that have been impacted by bushfires. This work will be undertaken within community recovery and natural disaster principles and will be community led. The position also calls for skills that will enable the successful delivery of education and training packages relevant to the field of youth mental health and suicide. The role will form part of a multi-disciplinary team where clinical consultation and supervision is readily accessible. There will be intra and interstate overnight travel required for this role.



## 7. KEY RESPONSIBILITIES/OUTCOMES

The Contact Liaison Officer (Clinical) is responsible for the delivery of the Be Youth Initiative (Bushfire Response Project) provided to Australian primary and secondary schools within their area, under the direction of the State/Territory Manager. This will include, but is not limited to, the following:

- Model and demonstrate constructive working relationships and information exchange within the team and across the organisation.
- Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture.
- Any other duties consistent with the position where required by the State/Territory Manager
- Demonstrate the clinical capabilities at the level relevant to this role under the headspace Clinical Capability Framework
- Utilise the Be You fire strategies to engage with schools, sectors and communities to promote recovery.
- Ensure the integration of the Be You bushfire strategies with the broader Be You initiative and other existing mental health services and referral pathways at the state, regional, and local level
- Contribute to the development and implementation of natural disaster response and recovery strategies
- Promoting the mental health promotion, prevention and early intervention elements of the Be You program with prospective and participating schools through a relationship-based approach.
- Contribute to the establishment and successful delivery of timely and evidence based postvention support tailored to the needs of individual school communities to assist them to plan, respond and recover.
- Provide a clinical response and recommendations according to the national clinical governance framework utilising the support and direction of the Be You leadership.
- Provide primary, secondary and/or tertiary consultation, support and assistance to schools and school communities affected by suicide.
- Maintaining an ongoing relationship with participating schools so that services know who to speak to when they have a question or a challenge.
- Demonstrating the integrated framework to prospective and participating schools to assist them in implementing the components relevant for their individual circumstances, leading to the ongoing professional development of school staff.
- Maintaining relationships with prospective and participating schools through regular communication; primarily online and by phone.
- Updating their schools on new resources and materials available in the integrated program, and providing those resources directly to services as required.
- Working with Early Childhood Australia Consultants of the early learning services component of the Be You as appropriate to support early learning environments, schools and children in their transition from early learning into school.
- Undertaking strategic analysis of their assigned territory to identify prospective schools and other related challenges.
- Maintaining strategic relationships with relevant organisations within their assigned territory for the purpose of supporting their prospective and participating schools.
- Identifying advantages and comparisons of the integrated program to other products/services.
- Ensure effective use of time through proper planning and implementation processes.



- Supplying management with oral and written reports on school's needs, problems, interests, competitive activities and potential for new resources/materials to be built into the integrated framework.
- Keeping informed of updates to the framework, promotional activity of the integrated program, competitive activities and changes impacting on school environments.
- Participating in conferences and similar events related to the integrated program.
- Other duties consistent with the position where required and/or requested by the State/Territory Schools Manager.

## 8. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 8.1 Essential

- Approved tertiary qualifications in a relevant allied health discipline including psychology (clinical, counselling, educational, community and 4+2 or 5+1 pathways), mental health nursing, occupational therapy, social work, or counselling.
- Eligibility for membership of an appropriate professional body:
  - Psychologists, mental health nurses, and occupational therapists are required to be fully registered with the Australian Health Practitioner Regulation Agency (AHPRA)
  - Social workers are required to be eligible for full membership with the Australian Association of Social Workers (AASW)
  - Counsellors are required to be eligible for Level 3 or Level 4 membership of the Australian Counselling Association (ACA)
- Proven clinical skills in the provision of mental health care to young people, including risk assessments, appropriate referral and support and liaison with family and other networks.
- Working knowledge of the common social and mental health issues faced by young people.
- Highly developed communication skills, both verbal and written, with an ability to interact with a diverse range of stakeholders including young people, health and educational professionals, and other community services.
- Knowledge and understanding of current health/mental health policy issues in Australia, including applicable legislation and policy relevant to young people experiencing (or at risk of) a serious mental illness.
- Ability to work both independently and collaboratively and with a team focus.
- A current driver's licence (automatic) and use of a fully maintained motor vehicle with comprehensive insurance.
- Able and willing to travel at short notice, with overnight stays as required.

### 8.2 Desirable

- Service experience across health and education.
- Understanding of and experience in suicide postvention service provision and associated issues.
- Understanding of trauma and natural disaster recovery principles.
- Experience working within a school setting or in a wellbeing or school welfare role.
- Proficient in the development and delivery of training and education packages to a range of people.



## 9. POLICIES AND WORKPLACE PRACTICES

All headspace employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

### Application Process

To apply for the role of Contact Liaison Officer (Clinical), please submit your resume and a cover letter addressing the following three (3) Key Selection Questions. Please limit your response to these questions to no more than 300 words per question.

#### Key Selection Questions:

1. What is your experience in working with young people with mental health issues, including assessing risk? What is your understanding of how mental health issues impact on young people and their learning?
2. What are some key characteristics in engaging schools in a mental health program, such as Be You? Drawing on your experience and/or observation, describe some of the challenges and opportunities you might face.
3. What could the effects on a school be if they have been impacted by a natural disaster and what actions might a school take to support the community?

