



Position Description

Peer & Family Workforce Coordinator

Location: **headspace** Adelaide

Department: **headspace** Services Limited

Employment Type: Maximum term, Part time

Approved by: Greg Young

Date Approved: June 2018

Agreed by: _____

Date Agreed: _____

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

It is a requirement of all headspace positions that work will be undertaken in line with the headspace values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Passionate – We are dedicated to making a difference in the lives of young people and their families
- Responsive – We listen to community needs and deliver on expectations to achieve great results

4. POSITION SUMMARY

The Peer & Family Workforce Coordinator will be responsible for developing and coordinating the Peer Support Program, providing support to the Family Peer Support Program, consulting with young people accessing **headspace** Youth Early Psychosis Program (hYEPP), and liaising with the clinical, non-clinical and community development teams of hYEPP.

The overall aims of the Peer Support Program is to draw upon young people's lived experience of mental health difficulties in order to:

- Provide and hold hope, inspiration and empowerment for recovery
- Destigmatise mental health difficulties
- Provide opportunities for young people and staff to benefit from collective wisdom

5. POSITION CONTEXT

headspace Adelaide is operated by **headspace** Services Limited (a subsidiary of **headspace** National Youth Mental Health Foundation). **headspace** Adelaide consists of a **headspace** Centre offering standard **headspace** services to young people who are referred or present to the service seeking assistance, and the Adelaide hYEPP.

headspace centres aim to create highly accessible, youth friendly, integrated service hubs that provide evidence based interventions and support to young people aged 12–25 years. **headspace** Adelaide will deliver services comprising mental health, alcohol and other drugs, primary care and vocational services. The aim is to improve outcomes for young people by addressing the major barriers for service use, and enabling better access to, and engagement in, early intervention services that provide holistic and integrated care.

The hYEPP will ensure provision of early intervention, responsive, and recovery focused care for young people aged 12 – 25 years who are at risk of or experiencing a first episode of psychosis based on the EPPIC model of care.

The overall aims of clinical care within the hYEPP service are:

- To detect early those young people who are experiencing, or at risk of, a first episode of psychosis.
- To reduce the duration of untreated psychosis in young people with psychosis in order to minimise the impact of psychosis on the normal developmental trajectory of the young person.
- To intervene early and effectively with young people at risk of a first episode of psychosis to prevent the onset of psychotic illness.
- To provide timely, seamless access to service for young people at risk of, or experiencing psychosis and their family/significant others.
- To enable both symptomatic and functional recovery from a first episode of psychosis.

The Peer & Family Workforce Coordinator will be a valued member of the Functional Recovery Team within hYEPP Adelaide and will report to the Functional Recovery Team Leader.

6. KEY RESPONSIBILITIES/OUTCOMES

- To develop and coordinate the Peer Support Program; including recruitment of paid and volunteer Peer Support Workers, program evaluation, and development and implementation of training and in-services for Peer Support Workers and the wider hYEPP Adelaide team.
- Provision of supervision and commitment to the ongoing development of family & peer support workers, to ensure their personal self-care and quality service delivery.
- Promote Peer Support Program as a valued service in its own right and means of preventing the escalation of mental health difficulties and promoting help seeking behaviours and well-being.
- Development and dissemination of written information about Peer Support Program.

- To be innovative in service provision and to contribute to evidence based practice and the recovery framework while embedding a service culture of hope, optimism and early intervention.
- To work closely with hYEPP Adelaide team, to ensure a comprehensive team approach to care that is sensitive and responsive to the needs and views of young people; to ensure awareness of referral processes for Peer Support Programs; and to raise the profile of the importance of young people involvement in care provision and service development.
- To coordinate the effective documentation of Peer Support Program delivery in line with local procedures.
- Provide feedback to the hYEPP Adelaide leadership group on areas for possible quality improvement based on young people and family's experience of the service.
- To represent hYEPP Adelaide externally and promote peer support across mental health, youth and the community.
- To collaborate with staff and young people of hYEPP Adelaide to develop innovative ideas for the Peer Support Program.
- The development and co-delivery of training for mental health professionals (both internal and external to hYEPP) in collaboration with members of the Peer Support Program.
- To explore and develop collaborative partnerships with lived experience networks and keep up to date with lived experience research and projects.
- To participate in regular supervision, education, training, professional development and be committed to the continued development of professional skills and evidence based practice.
- To practice according to the philosophy, standards, guidelines, policies and protocols of the hYEPP Adelaide; to attend and actively participate in team meetings.

7. KEY SELECTION CRITERIA

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

a. Essential

- Approved tertiary qualification in one of the following related areas; Mental Health Peer Work, Youth Work, Community Development, Allied Health
- Demonstrated knowledge of principles of recovery oriented mental health practice
- Demonstrated experience coordinating or working on a Peer Support Program, or the development and implementation of youth participation within a mental health service
- Extensive knowledge of mental health difficulties and how they may impact on a young person, particularly in the area of early and first episode psychosis
- Demonstrated ability and strong interest in working collaboratively with young people who have experienced early psychosis or a first episode of psychosis
- Demonstrated experience in working autonomously within a multidisciplinary team, with evidence of sound communication, conflict resolution and problem solving skills
- Demonstrated ability in establishing and maintaining partnerships across a range of youth and lived experience organisations
- Working knowledge of project development and management, including program planning and evaluation processes
- Proven ability to independently organise workload and manage time effectively
- Ability to maintain and develop the culture, philosophy, standards, guidelines and policies of hYEPP Adelaide
- Demonstrated commitment to supervision, education, training and ongoing professional development and participation in any workforce development strategies
- Demonstrated ability to use relevant Information Technology and electronic recording systems and data management tools.

b. Desirable

- Experience or knowledge in the delivery of group work and/or training
- Experience in the Not for Profit and/or public health sector
- Experience or working knowledge of relevant legislation such as the Mental Health Act including proposed reforms and the Children, Youth and Families Act and other relevant legislation
- A broad understanding of the mental health service system in Australia
- Lived experience of mental health difficulties or significant life event
- Experience or knowledge of trauma informed practice

c. Other role requirements:

- Appointment is subject to a current Working with Children/Police Check.
- Current driver's license and access to their own vehicle. Mileage is reimbursed by **headspace** Services Limited.
- 6 month probationary period and an Annual Performance Review and Development plan.
- Some flexibility will be required to work after hours including weekend and evening and interstate/intrastate travel may be required
- Approved qualifications and current eligibility to work in Australia

8. 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 cognizant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times