
COMMUNITY AWARENESS OFFICER

JANUARY 2025



POSITION SUMMARY

Location:	headspace Sunshine		
Functional area:	Primary Clinical Services		
Classification/ Salary:	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services Employee, Level 4 + 11.5% super + access to \$15,900 NFP salary packaging		
Job level	2		
Reports to:	Clinical Services Manager		
Employment type:	Part time (0.4 FTE)		
Employment length:	Ongoing, subject to funding		
Direct reports	15 - Youth Advocacy Group (YAG)	Indirect reports Nil	

POSITION PURPOSE STATEMENT

The Community Awareness Officer will develop, deliver and evaluate community awareness, engagement, and youth participation programs and activities in the local area with a focus on promoting early help-seeking for mental health and other health/social issues facing young people.

Subject to broad direction, this position will work with a considerable degree of autonomy, and will be supported by regular staff meetings, supervision and availability of a senior staff member. This position will also be required to oversee the coordination of the center's Youth Advisory Group and Youth Peer Worker.

About headspace

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it's depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

POSITION FOCUS

	Key responsibility area	Percentage
1	Program development and delivery	40%
2	Other	25%
3	Stakeholder Engagement	20%
4	Partnership development	15%

POSITION KEY RESPONSIBILITY AREAS

<p>1. Program development and delivery</p> <ul style="list-style-type: none"> Develop and deliver a range of activities and programs to increase mental health literacy and reduce stigma and discrimination associated with mental health and other health/social issues. Increase awareness of headspace services amongst young people, their families/carers and friends, and the local community. Coordinate and facilitate opportunities for young people to engage with the centre including formation and maintenance of a youth reference group and youth peer work program. In consultation with the youth advocacy Group (YAG) and Clinical Services Manager, develop, monitor and review a Community Awareness and Youth Participation Plan for the headspace centre. Planning, development and implementation community awareness and capacity building activities with clear accountability for program performance. <p>2. Stakeholder engagement</p> <ul style="list-style-type: none"> Develop and maintain partnerships with schools, community, public and private sector agencies, with a focus on community capacity building, shared community engagement/awareness activities and effective referral pathways to/from headspace. <p>3. Partnership development</p> <ul style="list-style-type: none"> Liaison and partnership development with internal and external stakeholders. <p>4. Other</p> <ul style="list-style-type: none"> Maintaining an online presence to promote the local headspace centre through social media platforms and websites. Manage and coordinate regular meeting and projects with YAG. The role may incorporate other headspace related activities and responsibilities as directed by the Clinical Services Manager.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> Tertiary qualifications in the social or health sciences, community development or a related field, and/or substantial relevant experience in a similar field.
-----------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> Experience in the development and delivery of youth participation programs. Experience and understanding of mental health, drug and alcohol and other health/social issues facing young people. Demonstrated ability to develop, implement and evaluate community awareness programs.
---------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • Demonstrated experience/understanding of engagement issues related to young people. • Demonstrated sound judgement, the ability to identify and manage a range of risks (including brand and reputation) and well-developed problem solving and negotiation skills. • Demonstrated ability to achieve outcomes in partnership and liaise with the community, government and non-government agencies. • Excellent written and verbal communication skills. • Ability to proactively seek funding options to enhance community participation activities. • Previous experience in providing leadership and/or supervision, including to young people. • Experience in the planning, provision and evaluation of group interventions for young people and their families/friends. • Strong time management, planning and computer skills. • Experience in capacity building/community development activities.
Personal attributes	<ul style="list-style-type: none"> • Passion, energy and determination to make a difference to health outcomes for young people. • Demonstrated ability to work collaboratively with young people showing empathy, compassion, flexibility, and respect. • Knowledge of the youth mental health system and support services for young people.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • headspace centres • Youth Advocacy Group • Youth participation team – Orygen
External	<ul style="list-style-type: none"> • Local council • Local youth groups and services • Local schools • headspace schools' team

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne. • A current Victorian driver's licence (desirable) • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Our headspace sites operate after 5pm multiple times a week, availability to work across rotating shifts required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p>

- Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]