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## YOUTH WELLBEING TEAM LEADER

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DECEMBER 2024

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### POSITION SUMMARY

Location:	Parkville		
Functional area:	Clinical other		
Classification/ Salary:	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services Employee Level 6 + 11.5% super + access to \$15,900 NFP salary packaging.		
Job level:	3		
Reports to:	Orygen Recovery Coordinator		
Employment type:	Full time		
Employment length:	Ongoing		
Direct reports	12	Indirect reports	-

### POSITION PURPOSE STATEMENT

The Youth Wellbeing Team Leader will provide leadership and management for the Youth Wellbeing Worker (YWW) and Peer workforce within the Orygen Recovery, Youth Prevention & Recovery Care (YPARC) system and support a high level of psychosocial recovery-oriented practices.

The role will be a key leadership position in maintain smooth operations of Orygen Recovery (OR) in collaboration with other OR leadership roles, workforce and the internal and external partners. The role will be a lead in recruiting, developing, maintaining and sustaining the Youth Wellbeing and Peer workforces and oversee the delivery of direct support to individual young people and support to families and carers.

#### **About Orygen Recovery**

Orygen Recovery is a pivotal sub-acute program supporting young people transition to the community from inpatient psychiatric care, or to intervene early and prevent further deterioration that may lead to inpatient psychiatric care. Orygen Recovery will also support young people with dual diagnoses which along with a mental health diagnosis could also have substance use, eating disorders or neuro divergence. Orygen Recovery will become a pivotal component of service delivery within the evolving Orygen service system.

## POSITION FOCUS

	Key responsibility area	Percentage
1	Team leadership	65%
2	Program management	25%
3	Administration	10%

## POSITION KEY RESPONSIBILITY AREAS

<p><b>1. Team leadership</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the youth wellbeing and peer workers in line with organisation quality processes and policies, agreed priorities and strategies to ensure quality customer service and required targets are met.</li> <li>• Provide leadership and management regarding the recruiting, developing, maintaining and sustaining of the youth wellbeing and peer worker workforce within the Orygen Recovery care system.</li> <li>• Overall responsibility of the youth wellbeing and peer workforce consisting of rosters, daily resource management, leave, staff pay and recruitment.</li> <li>• Positively influence and contribute to a service and multidisciplinary team culture that focusses on meeting the young people's goals using evidence informed practice.</li> <li>• Foster workforce development through supervision, buddying, engagement, training and day-to-day service operations.</li> <li>• Monitor the work practices of all employees, to ensure compliance with all financial and performance targets and related policies and procedures.</li> <li>• Ensure performance targets as designated by the organisation are monitored and met.</li> <li>• Role model key behaviour through working alongside the staff, mentoring and coaching their overall direct consumer care.</li> </ul> <p><b>2. Program management</b></p> <ul style="list-style-type: none"> <li>• Oversee the delivery of direct support to individual young people and support to families and carers.</li> <li>• Work collaboratively with the Orygen Recovery Coordinator medical and clinical practitioners and lived experience workforce in understanding and managing young person risks.</li> <li>• Lead and manage services to young people, carers, families and significant others through psychosocial Recovery Oriented Practice and related guidelines to ensure individually tailored services for young people and their family and carers is provided the highest standard.</li> <li>• Work in partnership with consumers, patients and where applicable carers and families.</li> <li>• Build staff capability and effective practice in service(s) in the four main components of their work - working individually with consumers, providing support to families and carers, undertaking planning and delivery of group work and working with local service providers.</li> <li>• Lead service improvement in the cluster by participating in cluster meetings around planning, service development and improvement, practice issues.</li> <li>• Understand customer needs for assistance from local service providers with clinical mental health, physical health, education and employment, eligible entitlements and benefits, housing transport, recreation and social connections.</li> <li>• Contribute to ensuring that the approved service standard budget is adhered to and met.</li> <li>• Implement agreed approaches to service review and evaluation and promote the sharing of knowledge in the service.</li> <li>• Develop and review policy and procedures specific for Orygen Recovery's standards of delivery.</li> <li>• To be responsible, monitor and support staff to fulfill the daily operation requirement of the Orygen Recovery Program.</li> <li>• Operations on-call for the Orygen Recovery service, approximately for a week every 4 weeks.</li> <li>• Own a portfolio based off their interest or expertise. eg community engagement, disability accessibility and support the knowledge growth of this area within OR.</li> </ul> <p><b>3. Administration</b></p>
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- Operate within delegated authority and undertake a range of administrative tasks that support efficient and effective service delivery.
- 4. Other**
- Work collaboratively with colleagues across all Orygen teams.
  - Attend external meetings/networks/working groups as appropriate.
  - Take reasonable care for your safety and wellbeing and that of others.
  - Work in your scope of practice and seek help where required.
  - Seek feedback on your work including participation in annual performance discussion.
  - Engage in productive working relationships that add value to service delivery.

## EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>• Tertiary qualification in mental health, AOD, social science or related discipline or working towards or equivalent experience in a similar position.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Certificate IV in mental health and/or alcohol and other drugs or equivalent.</li> <li>• Post graduate qualification in leadership, management or similar.</li> </ul>

## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Extensive experience in mental health, community or AOD setting, desirable in Youth Mental Health.</li> <li>• Previous experience in leading teams and managing programs.</li> <li>• A working knowledge of recovery-oriented practice.</li> <li>• Experiencing working in acute or sub-acute (PARC or Step Up/Step Down) or residential services.</li> <li>• Experience working alongside youth and family/carer/significant others participation processes.</li> <li>• Experience in working in multi-disciplinary teams and leading teams/management of youth mental health services and bed-based services is desirable.</li> <li>• Experience in working collaboratively and developing effective internal and external relationships.</li> <li>• Knowledge of substance use and other health and social problems faced by young people and the indicated evidence-based treatment/support options.</li> <li>• Knowledge and understanding of relevant legislation, government policies and strategic directions in relation to mental health and alcohol and other substances particularly as it relates to young people.</li> <li>• A breadth of understanding of the different types of organisations involved in mental health and drug and alcohol service delivery to young people and to their support networks.</li> <li>• Previous knowledge of and work within the framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination.</li> <li>• An understanding of and commitment to ethics and confidentiality issues, particularly in relation to the health and allied-health professions.</li> <li>• Well-developed interpersonal and communication skills (verbal and written)</li> <li>• Proficient computer skills with a demonstrated ability in word processing, PowerPoint and database programs, as required.</li> <li>• Demonstrated experience in project work, including ability to conceptualise, develop, plan, prioritise and complete tasks by deadlines.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Ability to take initiative and work independently with proven problem-solving capabilities.</li> <li>• Proven ability in building and maintaining effective working relationships with a range of stakeholders.</li> <li>• Highly developed organisational, administrative and time management skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to utilise judgment and raise concerns with clinical team members and operational issues of concern and implement risk mitigation strategies as required.</li> <li>• Exceptional verbal and written communication skills to articulate ideas clearly, build rapport, and resolve conflicts effectively.</li> <li>• Capacity to demonstrate genuine care and understanding for young people, their families, and colleagues, ensuring a supportive and recovery-oriented environment.</li> <li>• Proven ability to work effectively with multidisciplinary teams and build productive relationships with internal and external stakeholders.</li> <li>• Ability to think critically, navigate complex challenges, and adjust approaches to suit the evolving needs of the workforce and service environment.</li> <li>• Demonstrated ability to inspire, guide, and develop team members, fostering a culture of growth, trust, and resilience.</li> </ul>
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### KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• Service Implementation Lead</li> <li>• Orygen Recovery Coordinator</li> </ul>
External	<ul style="list-style-type: none"> <li>• Young People</li> <li>• Carers, Families, Significant others</li> </ul>

### SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• 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.</li> <li>• A current Victorian driver’s licence.</li> <li>• 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.</li> <li>• Occasional out of hours, evening and/or weekend work may be required.</li> </ul>
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### 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> <ul style="list-style-type: none"> <li>• Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.</li> <li>• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.</li> <li>• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.</li> <li>• 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.</li> </ul>
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### ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

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