



Swan Hill
District Health
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

Youth Worker headspace Swan Hill

The primary purpose of the Youth Worker position is to provide generalist youth worker services at headspace Swan Hill. The Youth Worker will be a friendly, enthusiastic and engaging person who will build a positive rapport with a wide range of young people as well as their family and friends.

This role will predominantly involve community engagement, organising events, delivery of presentations to young people and community members, and some work directly with young people.

This is a Part Time position (2 days 0.4 FTE) for a Fixed Term ending 30 June 2019.
Salary: \$21,297 - \$27,069 per annum.

Located on the mighty Murray River, around 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community.

Any enquiries? Please contact Ian Johansen, headspace Swan Hill Manager on ijohansen@shdh.org.au or 03 4010 7100.

Applications including the names of three referees should be forwarded to: Mr. Steven Wainwright, Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: Employment@shdh.org.au

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Applications close: COB, 19th August 2018



**Swan Hill
District Health**
my hospital

Position Description

Youth Worker

Location	headspace Swan Hill
Classification	Youth Worker CL1 Allied Health Professionals (Victorian Public Health Sector) Enterprise Agreement 2016-2020
Salary	\$21,297 - \$27,069 per annum.
Hours	Part time, 2 Days/15.2 hours per week (0.4 FTE) Hours of Work 9.54am - 6pm
Term	Fixed Term until 30 June 2019
Direct Employer	Swan Hill District Health is the Lead Agency for headspace Swan Hill
Applications Close	19 August 2018

POSITION SUMMARY

The primary purpose of the Youth Worker position is to provide generalist youth worker services at **headspace** Swan Hill. The Youth Worker will be a friendly, enthusiastic and engaging person who will build a positive rapport with a wide range of young people as well as their family and friends.

This role will predominantly involve community engagement, organising events, delivery of presentations to young people and community members, and some therapeutic work directly with young people. The Youth Worker will carry a caseload of young people and provide an interim service response for young people awaiting allocation to other specialist headspace services.

The Youth Worker will receive regular case review and clinical supervision support from the **headspace** Senior Clinician. The Youth Worker will work as part of a multidisciplinary team, including mental health clinicians and collocated support staff. In addition to this the Youth Worker will assist with administration support to manage phone calls, responding to service enquiries, screening new referrals, and booking appointments.

To find out more about **headspace** and **Swan Hill District Health** visit headspace.org.au, headspacestory.org.au, and www.shdh.org.au.

KEY RESPONSIBILITIES

Generalist Youth Work

- Relate to young people in a youth friendly manner.

Position Description – headspace Swan Hill Youth Worker

- Provide generalist youth worker services to young people. This will include listening to young people, planning with them, and supporting them in accessing the services they need.
- Refer young people to internal and external services as appropriate and provide follow up support.
- Provide [brief interventions](#) to young people.
- Answer phone calls and enquiries, conduct initial screening and assessment of needs, and make appropriate follow up appointments.
- Maintain up-to-date records for young people and comply with data collection standards.

Community Engagement

- Work as a part of the headspace team by representing **headspace** at community events.
- Organise community awareness and youth engagement events.
- Regularly attend events and schools to develop relationships with local young people.
- Deliver community education sessions utilising headspace presentations.
- Establish the headspace Swan Hill Youth Reference Group.

General

- Build and maintain effective relationships with stakeholders involved in the provision of headspace services to young people.
- Participate in relevant training and development activities as an effective team member.
- Other duties consistent with the position where required and/or requested by management from time to time.

RELATIONSHIPS

The position holder will develop and maintain positive and effective working relationships with the following range of people and organisations. They must positively represent **headspace** and **Swan Hill District Health** to the public, community, government and other organisations.

Reports To	headspace Swan Hill Manager
Internal Relationships	headspace Swan Hill staff Swan Hill District Health staff Youth advisers/reference group members
External Relationships	Young people and their family and friends that access the centre Local youth, health, and community service providers and staff Consortium partner organisations and staff headspace National Office staff Staff from other headspace centres

SELECTION CRITERIA

Successful applications will include responses to all of the following Selection Criteria. When applying, provide:

1. A cover letter,
2. résumé,
3. responses to each bullet point under *Qualifications and Registrations, Personal Attributes, and Key Selection Criteria*, and a

4. complete Application for Employment Form (pages 7-8 of Position Description pdf).

Qualifications and Registrations

- Diploma of Youth Work, related qualification, or considerable relevant experience.

headspace Swan Hill uses the Victorian Public Service Employment Capability Framework to assess roles and the capability of candidates. In preparing your responses to the Key Selection Criteria you may [click here](#) for more information on the framework and the “Levels” shown.

Personal Qualities

- Teamwork - Co-operates and works well with others in the pursuit of team goals. Collaborates and shares information, showing consideration, concern, and respect for others. Accommodates and works well with the different working styles of others.
- Relationship Building – Establishes and maintains relationships with people at all level. Forges useful partnerships with people. Builds trust through consistent actions, values and communication.

Knowledge and Skills (Most at Level A and some at Level B)

- Interpersonal Skills - Polite and considerate in dealing with others. Aware of people’s moods and temperament. Sees things from others’ point of view and confirms understanding. Expresses own views in a constructive and diplomatic way.
- Service Excellence - Aims to exceed targets. Strives to deliver on outcomes in a timely manner. Looks for new or more precise ways of meeting goals set by others. Monitors young person and stakeholder satisfaction.
- Problem Solving - Seeks information to solve work problems. Identifies and proposes practical solutions to problems. Identifies and proposes workable solutions to problems and implements them when endorsed by manager.
- Presentation Skills – Prepares and delivers short presentations using clear language and visual aids such as PowerPoint or printed material.
- Computer Skills - Understands the purpose of, and is able to use, common software applications for work processing and email.

WORKPLACE POLICIES AND PRACTICES

All **headspace** and **Swan Hill District Health** employees are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

Continuous Quality Improvement:

- Each staff member is expected to demonstrate a commitment to best practice.
- All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.
- All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.
- It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies and Protocols
- We recognise diversity is part of every person and as such providers of health care must be actively involved in developing models of care that are person centred.

- Person Centred Care:** The Health Service supports in its values the philosophy of Person Centred Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care. Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centred.
- Just Culture:** All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
- Infection Control:**
- Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.
 - The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
- Hardwiring for Excellence - Values and Standards of Behaviour**
- Swan Hill District Health's (SHDH) strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
- Privacy and Confidentiality:**
- SHDH is committed to protecting young people, their family, friend and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.
- Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
- Mandatory Training:** All employees must be aware of and complete designated mandatory training within the required time frame.
- Safety:** It is the responsibility of every staff member to:
- Take reasonable care for your safety and the safety of others while at work.
 - Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.
 - Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.
 - Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.
 - Complete all Mandatory training requirements as identified and directed.
 - Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
- Review:** Completion of My Work Plan on a yearly basis.
- Other Requirements:** The position holder will:
- Have a current Working with Children Check and National Police Check**.

- Maintain a current driver's license**.
 - Maintain eligibility to work in Australia**.
 - Participate in a six-month probationary period.
- ** Evidence must be provided prior to appointment.
-

SWAN HILL DISTRICT HEALTH AND SWAN HILL

For more **information on How to Apply** go to www.shdh.org.au/employment/how-to-apply.

For more information about life in Swan Hill [click here](#).

Further enquiries

To find out more about this position, please direct your enquiries to Ian Johansen, **headspace** Swan Hill Manager on 03 4010 7100 or ijohansen@shdh.org.au.

Approved by: **headspace** Swan Hill Manager

Date Approved: 20180731

Manager Name:

Manager Signature:

Date:

Employee Name:

Employee Signature:

Date:



Application for Employment Form

To be attached to application

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
------------------------------	--

General Information

Name	
-------------	--

Address	
----------------	--

Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
----------------	-------------------	---------------	--------------

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../....

Place/Country of issue: _____ Issue Number : _____

Do you require sponsorship? Yes No

Where did you hear about the position you are applying for?

Newspaper

Internet

Swan Hill District Health Website

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is casual / relieving unless otherwise indicated.

- 6 months probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department (rotation)

Hours of Work – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: _____

Normal hours of work are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585