

Inclusive

Compassionate

Progressive

Accountable

YARN SAFE Worker (Aboriginal Engagement)

Part-Time – 0.6 FTE

Make a difference by joining one of Australia's most innovative youth services.

The primary purpose of the YARN SAFE Worker position is to organise and participate in events that help headspace build strong relationships with the Aboriginal community of the Swan Hill Region. The successful candidate will be a welcoming, friendly, proactive and engaging individual who will represent headspace Swan Hill enthusiastically and help people understand more about the supports available at headspace.

Working alongside the headspace team, this role will focus specifically on facilitating and improving relationships with headspace Swan Hill and the female Aboriginal and Torres Strait Islander community.

This is a **part-time** (24 hours per week; 0.6 FTE) position.

This is an Aboriginal Designated Position. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

About You:

- Qualifications & registrations - Diploma of Youth Work, related qualification, or relevant employment experience.
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2024 Flu Vaccination, Serology evidence of immunisation status

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

Enquiries about this role should be directed to Hayley Neuschafer, headspace Swan Hill Manager, Ph: (03) 4010 7102 or E: hneuschafer@shdh.org.au

To apply for this position: email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Closing date: Monday 27 May 2024

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



Position Description

YARN SAFE Worker (Aboriginal Engagement)

Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Location	headspace Swan Hill
Salary	Dependent on experience and qualifications
Hours	Part-time; 24 hours/ 3 days per week
Applications Close	27 May 2024

POSITION SUMMARY

The primary purpose of the YARN SAFE Worker position is to organise and participate in events that help headspace build strong relationships with the Aboriginal community of the Swan Hill Region. The successful candidate will be a welcoming, friendly, proactive and engaging individual who will represent headspace Swan Hill enthusiastically and help people understand more about the supports available at headspace. Working alongside the headspace team, this role will focus specifically on facilitating and improving relationships with headspace Swan Hill and the female Aboriginal and Torres Strait Islander community.

The YARN SAFE Worker will work with a small group of young people directly providing generalist youth support and receive regular support from the headspace Senior Clinician in this. They will assist by running workshops with other staff, facilitating visits for groups of young people at headspace, attending camps, school events and youth groups, and helping people make referrals to headspace. The successful candidate will be good at getting to know the needs of young people and their family, and be skilled in maintaining relationships with them.

As part of the YARN SAFE Worker role, training will be provided by Swan Hill District Health that helps to increase knowledge of the delivery of Mental Health Services.

The YARN SAFE Worker will also help routinely with reception cover and manage phone calls, screening new referrals, and booking appointments as needed.

To find out more about headspace and Swan Hill District Health visit, headspace.org.au/swanhill, headspace.org.au, and shdh.org.au.

KEY RESPONSIBILITIES

- Relate to young people and the Aboriginal and Torres Strait Islander Community in a manner which is friendly and fitting to their cultural background and life circumstances.
- Review and increase engagement with female Aboriginal and Torres Strait Islander young people and wider community.
- Help the headspace Team to provide culturally appropriate supports to young people.
- Coordinate supports that young Aboriginal and Torres Strait Islander people need and be actively involved in review meetings with the headspace Team.
- Referring young people to headspace for services.
- Maintaining regular contact with key organisations involved with the Aboriginal and Torres Strait Islander community.
- Maintaining up-to-date records for young people.
- Providing Cultural Awareness Training to the headspace Swan Hill team.
- Working with headspace staff to facilitate Healthy Headspace Workshops with young people.
- Answering phone calls and enquiries, screening and assessing needs, prioritising and making appropriate follow up appointments and referrals as required.

Community Engagement

- Organise and attend events to promote headspace Swan Hill to the local Aboriginal and Torres Strait Islander Community.
- Develop the YARN SAFE Community Awareness Plan and Activity Report annually to support the promotion of headspace Swan Hill.
- Promote the headspace YARN SAFE resources when raising awareness about headspace Swan Hill (for more information see headspace.org.au/yarn-safe/).
- Work as a part of the headspace Team to represent headspace and promote the centre's services at community awareness events.

General

- Build and maintain effective relationships with key people involved in supporting Aboriginal and Torres Strait Islander young person.
- Participate in training and development activities as an effective team member.
- Participate in service improvement activities.
- Other duties consistent with the position where required and/or requested by the manager.

RELATIONSHIPS

The position holder will develop and maintain positive and effective working relationships with a broad range of people and organisations and positively represent headspace Swan Hill to all.

Reports To	headspace Swan Hill Manager
Internal Relationships	headspace Swan Hill Senior Clinician headspace Swan Hill staff

Swan Hill District Health staff

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
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APPLICATION PROCESS

When applying, please provide each of the following:

1. A cover letter (including your personal story etc.)
2. Résumé.

Once applications are received, we will contact to you via phone to discuss your story.

If you require support in completing an application, please get in contact with us.

Some of the qualities we're looking for:

Personal Attributes

- Empathy and Cultural Awareness - Demonstrates knowledge and understanding of the Victorian Aboriginal community, both society and culture, and the issues impacting on it. Able to communicate sensitively and effectively with members of the Aboriginal Community.

Knowledge and Skills (All at Level B or above)

Essential

- Relationship building Skills - Polite and considerate in dealing with others. Aware of peoples' moods and able to adjust communication with them.
- Planning and Organising - Regularly plans and tracks progress on work tasks. Takes an organised approach to work.
- Verbal Communication - Clearly explains information and listens to feedback. Speaks clearly and keeps people interested when speaking. Uses a polite and considerate manner when dealing with others.

Desirable

- Certificate or Diploma in Youth Work, Community Development, Mental Health or other related area.
- Relevant lived/community experience or previous employment experience.

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.

Our Purpose: Connected Care / Best Experience

Continuous Quality Improvement:

- SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
- Each employee is expected to demonstrate a commitment to best practice.
- All employees shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.
- All employees will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.
- It is the responsibility of every employee 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.

Infection Control:

- Each employee 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 employees adhering to the Infection Control Manual policies, procedures and guidelines.

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 employee 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.

Other Requirements:

The position holder will:

- Maintain a current Working with Children Check and National Police Check**.

** Evidence must be provided prior to appointment.

SWAN HILL DISTRICT HEALTH AND SWAN HILL

How to Apply: for more information go to www.shdh.org.au/employment/how-to-apply.

Further enquiries

To find out more about this position, please direct your enquiries to Kirsty Jacobs, headspace Swan Hill Manager on 03 4010 7100 or [kjacob@shdh.org.au](mailto:kjacobs@shdh.org.au).

Approved by: headspace Swan Hill Manager

Date Approved: 11 January 2024

Manager Name: Kirsty Jacobs

Manager Signature:

Date:

Employee Name:

Employee Signature:

Date:



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	
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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

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 subject to:

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

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

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