

Inclusive

Compassionate

Progressive

Accountable

Youth Worker

Part-Time – 0.6 FTE

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

The primary purpose of the Youth Worker position is to provide generalist youth worker services at headspace Swan Hill. The primary purpose of the Youth Worker position is to provide generalist youth worker services at headspace Swan Hill. This role will predominantly involve facilitating the headspace Swan Hill Youth Reference Group and other consumer groups as needed. This role will also include community engagement, organising events, delivery of presentations to young people and community members, and some therapeutic group work directly with young people. The Youth Worker will work with family and friends of young people in the Swan Hill Region to facilitate family and friends participation in review and monitoring of service delivery at headspace Swan Hill.

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

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 & 2022 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 Neuschafter headspace Swan Hill Manager, Ph: (03) 4010 7102

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.

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.



headspace
Swan Hill



Swan Hill
District Health
Connected Care. Best Experience.

Position Description

Youth Worker

Location	headspace Swan Hill
Classification	Youth Worker Class 1 or 2 (dependent on experience) <i>Allied Health Professionals (Victorian Public Health Sector) Enterprise Agreement 2021-2026</i>
Salary	\$64,152 – \$77,740 per annum (pro rata).
Hours	Part time- 16-24 hours per week (0.4 - 0.6 FTE) Hours are variable. (Some weekend and after-hours work required as per community events/engagement activities)
Term	Ongoing
Direct Employer	Swan Hill District Health is the Lead Agency for headspace Swan Hill
Applications Close	2 November 2025

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 facilitating the headspace Swan Hill Youth Reference Group, establishing a headspace Swan Hill Family & Friends Reference Group, and other consumer groups as needed. This role will also include community engagement, organising events, delivery of presentations to young people and community members, and some therapeutic group work directly with young people.

The Youth Worker will work as part of a multidisciplinary team, including mental health clinicians and colocated 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

- Recruit, train, supervise and support young people to be involved in the **headspace Swan Hill Youth Reference Group** and/or other groups targeting young people.
- Co-ordination and facilitation of headspace Swan Hill Youth Reference Group.
- Establish and facilitate a **headspace Swan Hill Family and Friends Reference Group**.
- Work closely with the headspace team to ensure the views of young people are integrated into service planning and service delivery.
- Relate to young people in a youth friendly manner.
- Provide generalist youth worker services to young people. This will include working with young people, planning with them, and supporting them in service development activities and community engagement.
- Provide group-based [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.
- Maintain and review connections with schools within the headspace Swan Hill Region.

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 headspace Swan Hill collocated staff Swan Hill District Health staff Youth advisers/reference group members
External Relationships	headspace National staff Staff from other headspace centres Consortium partner organisations and staff Local youth, health, and community service providers and staff

Young people and their family and friends that access the service
Other external partners, vendors, and key stakeholders

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 criteria under *Qualifications and Registrations, Experience, Knowledge & Skills, and Personal Attributes*,
4. complete Application for Employment Form which can be accessed [here](#).

Qualifications and Registrations

Essential

- A diploma or certificate in social sciences, health sciences, mental health, community development, youth work, or another related field.

Desirable

- Tertiary qualification in related fields (youth work, social work, health promotion, community development, social sciences, health sciences, mental health), or working towards such qualification.

Experience

Essential

- Demonstrated experience in the youth, mental health, and/or community sector.
- Proven track record in building and maintaining effective working relationships with a range of internal and external stakeholders such as young people, family members, and professionals from other services.

Desirable

- Experience in the not for profit and/or Australian public health sector.

Knowledge and Skills

Essential

- The ability to plan, implement, deliver, and evaluate community awareness projects and mental health literacy plans.
- Exceptional interpersonal skills with the ability to work with a diverse range of people.
- The ability to work independently with limited supervision.
- Highly developed verbal and written communication skills.
- Excellent organisation and time management skills.

- Ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
- Advanced computer skills including word processing, spreadsheets, and database applications.

Desirable

- A broad understanding of the mental health service system in Australia and predominately within Victoria/NSW.
- A broader understanding of the challenges and experiences of young people in Australia, including specific community factors.

Personal Attributes

Essential

- 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.
- Flexibility - Adaptable and open to new ideas. Accepts changed priorities without undue discomfort. Recognises the merits of different options and acts accordingly.

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.

It is expected that at all times employees will:

- Be respectful towards the organisation, colleagues, clients, and the general public.
- Support the headspace vision and objective and demonstrate the values of headspace.
- Take reasonable care of their own health and safety, and that of others in the workplace.

The position holder must also:

- Maintain a current Working with Children Check**.
- Undergo a current and satisfactory National Police Check**.
- Maintain a current driver's license**.
- Maintain eligibility to work in Australia**.
- Participate in a six-month probationary period.
- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

** Evidence must be provided prior to appointment.

Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji, and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.

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.
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 services. • 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.
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. We 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.
Child Safety	All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose	Connected Care / Best Experience 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.
Privacy and Confidentiality:	SHDH are committed to protecting patient 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 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.

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 <https://www.shdh.org.au/employment/general-information/>.

Further enquiries

To find out more about this position, please direct your enquiries to Hayley Neuschafer, headspace Swan Hill Manager on 03 4010 7100 or hneuschafer@shdh.org.au.

Approved by: headspace Swan Hill Manager

Date Approved: 20251020

Manager Name:

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

General Information

Name

Address

Contact

Home phone

Mobile

Email

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