

Mission Statement

Bellarine Community Health – Strategic Directions 2018 -2022

VISION

Bellarine Community Health will be the leader in primary health services in Victoria.

MISSION

Bellarine Community Health delivers a broad scope of health services and wellbeing programs for all people in our diverse communities.

VALUES & BEHAVIOURS

Community First: We work with our diverse communities to deliver what matters and what makes a difference. We make decisions with empathy and recognise that our communities are at the core of every decision we make.

A positive and inclusive environment: We respect, care, support, nurture, empower, and help each other. We promote a creative, open and safe inclusive environment. Everyone is encouraged to explore opportunities, share ideas, enjoy themselves, excel in their personal development and achieve high levels of personal satisfaction.

Excellence: We take pride in delivering services and programs that exceed client, carer, and community expectations. We continually improve what we do, aim for professional excellence and deliver person centred outcomes.

Leadership: We are all leaders in the achievement of our vision, mission, strategic objectives, and our organisational values. We work together, using our skills and knowledge to identify and meet the challenges.

Integrity: We are honest and transparent. We share our knowledge, say what we believe, and do what we say. We listen and respond. We take responsibility, individually and as a team.

STRATEGIC DIRECTIONS

Strategic Objective One - SERVICES & PROGRAMS

Create and extend services and programs which are designed, delivered and responsive to our changing and diverse communities

Strategic Objective Two - COMMUNITY

Increase inclusive participation and community empowerment, and facilitate two-way awareness between BCH and our diverse communities

Strategic Objective Three - STAFF & VOLUNTEERS

Ensure the best mix of staff & volunteers, with the right culture, right skills, and right numbers, as we grow our services & programs

Strategic Objective Four - QUALITY & SAFETY

Ensure that all our services and programs are excellent

Strategic Objective Five - STRATEGIC FINANCES

Ensure BCH is financially viable and sustainable for the future through exploring funding opportunities.

Position Information

Position Summary	<p>The purpose of the Youth Engagement Worker position is to effectively engage, screen, assess, refer, provide brief interventions and coordinate care for young people aged 12-25 years that contact or are referred.</p> <p>As one of the first contact points for young people accessing the headspace Ocean Grove satellite, the Youth Engagement Worker will need to build a positive rapport with a wide range of young people, as well as their family and friends.</p> <p>The Youth Engagement Worker will need to be skilled in assessing a young person's needs, including complex risk assessments and the ability to action a plan to mitigate any identified risk. The Youth Engagement Worker will participate in regular clinical supervision and will be required to present and discuss cases with the clinical care team.</p> <p>The Youth Engagement Worker works as part of a multidisciplinary team, including general practitioners, allied health clinicians, community engagement workers, and support staff. They will also work closely with local community and partner youth and health services to provide holistic and integrated care.</p> <p>A headspace centre operates in accordance with the headspace Centre Service Model and provides all four core streams including Mental Health, Physical and Sexual Health, Alcohol and other drugs and Vocational and Educational support.</p> <p>A headspace satellite provides a minimum of 3 of the 4 core streams and is linked to a parent headspace centre.</p> <p>headspace Ocean Grove is a satellite of headspace Geelong.</p> <p>To find out more about headspace visit http://headspace.org.au/.</p>
Reports to	Operations Lead – headspace Ocean Grove
Direct reports	Practice Lead – headspace Ocean Grove none
Program	Child, Youth and Families
Location	Bellarine Community Health – headspace Ocean Grove
Agreement	Community Health Centre (stand-alone services) Social and Community Service Employees Multi Enterprise Agreement
Employment type/term	Part time – 30.4 hours per week (0.8 FTE) Fixed term (tied to national funding) Probation Period: 6 months

Remuneration and benefits	<p>Salary commensurate with experience and qualifications</p> <p>Access to excellent salary packaging provisions</p> <p>Employer Superannuation of 9.5%</p>
Employment Conditions	<p>The position holder must present evidence of the following:</p> <ul style="list-style-type: none"> • Current Working with Children's check • Current and satisfactory Police Check (12 months from date of application). • Current Victorian Drivers' License • Eligibility to work in Australia (if applicable) • NDIS worker screen (if applicable)
Organisational Requirements	
Diversity	<ul style="list-style-type: none"> • Commit to providing a safe and welcoming health service for everyone, and being respectful towards the organisation, colleagues, young people, family, friends and consumers at all times
Child safety	<ul style="list-style-type: none"> • Commit to protect children and reduce any opportunities for abuse or harm to occur
Policies and Practices	<ul style="list-style-type: none"> • Read, understand and comply with all BCH policies, procedures and reasonable directions whilst demonstrating professional workplace behaviours in accordance with the BCH code of conduct
Consumer engagement	<ul style="list-style-type: none"> • Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities and their voice supports the design, development, and delivery of services
Person/Family centred practice	<ul style="list-style-type: none"> • Ensure young people/family participation allows their central and continuous involvement regarding matters that impact their health and wellbeing
Occupational Health and Safety (OH&S)	<ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others in the workplace or who may be affected by your actions or omissions • Co-operate with any actions taken by BCH to comply with the OH&S Act 2004 and attendant regulations • Not intentionally or recklessly interfere with or misuse anything provided at your place of work in the interests of health, safety and welfare • Report hazards, injuries and incidents as necessary, particularly as they relate to client risk
Strategy and Planning	<ul style="list-style-type: none"> • Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan
Continuous Quality Improvement	<ul style="list-style-type: none"> • Adopt and promote a culture of Continuous Quality Improvement (CQI). Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities

Risk Management	<ul style="list-style-type: none"> Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation. Report incidents in a timely way, as per contractual obligations
Equal Opportunity	<ul style="list-style-type: none"> BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.

Position Specific Responsibilities

KEY RESPONSIBILITIES

Intake and Assessment

- Relate to young people in a manner which is relevant and appropriate to their developmental and cognitive level of functioning and provide services in a youth friendly manner.
- Conduct bio-psycho-social assessments of young people, presenting to the service using the headspace assessment tool and document the results of assessment and screening.
- Conduct risk assessments including assessment of suicide risk and violence risk, developing action plans to mitigate any risks, and providing follow up support and referral for treatment, consistent with clinical scope, and where necessary in conjunction with advice from supervisor. High risk clients must be promptly reported to the supervisor for appropriate action.
- Monitor patients for critical changes and initiate appropriate emergency procedures.
- Refer young people to internal and external services as appropriate and provide follow up support.
- Facilitate and monitor the integration and coordination of care for young people attending site, including active participation in case review meetings.
- Provide brief interventions to a caseload of young people with mild to moderate mental health presentations.
- Participate in the access and intake system, answering phone calls and enquiries, screening and assessing needs, prioritising and making appropriate follow up appointments and referrals.
- Translate best practice guidance available from headspace National into practice
- Report incidents where necessary
- Participate in clinical supervision and reflective practice sessions
- Respond to demand and waiting lists by flexing work and case loads
- Maintain up-to-date client records and comply with data collection standards

General

- Develop and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to young people.
- Active involvement in professional development to build theoretical knowledge and practice capability
- Participate in relevant team training and development activities as an effective team member
- Participate in individual performance reviews
- Active involvement in the application of quality and risk management frameworks

- Comply with the standards of a child safe organisation in both practice and culture
- Have some flexibility to travel, and to work after hours
- Other duties consistent with the position where required and/or requested by management from time to time.

Key Performance Indicators

- Provide support to young people as per evidenced based best practice guidance
- Complete all administrative tasks in a timely manner
- Actively co-operate as a member of a team, following the values and principles of BCH
- Demonstrate maintenance of client intake appointment schedule in line with expectations
- Demonstrate appropriateness of clinical assessments, management and referrals completed
- Attendance and active participation in operational and clinical supervision
- Demonstrated flexibility and responsiveness to service demand.
- Demonstrated participation in continuous quality improvement and risk management activities
- Adherence with Child Safe Standards.
- Demonstrated participation in professional development activities.

Key Selection Criteria and Skills/Attributes

Essential

Qualifications

- Tertiary level qualifications in mental health, behavioural/social sciences, community services, or a related discipline that provides a sound understanding and knowledge of assessing and working with young people at risk

Experience

- The ability and experience to undertake intake and screening activities, including comprehensive bio-psycho-social assessment to determine client needs, and to assist clients to access appropriate services
- The ability and experience to conduct risk assessments, including suicide and violence risks, and to develop action plans that mitigate these risks
- The ability and experience to be able to deliver brief therapeutic interventions, counselling services and treatment planning
- Experience working in a multidisciplinary team environment, coordinating client care
- Experience in the youth and/or mental health sector

Knowledge and Skills

- Knowledge and understanding of mental health, including related evidence-based interventions and clinical practice
- Exceptional interpersonal skills with the ability to work with a diverse range of people, in particular the ability to engage with young people and advocate on their behalf
- Highly developed verbal and written communication skills.

	<ul style="list-style-type: none"> • Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines • Computer skills including word processing, spreadsheets and database applications • Ability to work both independently and collaboratively as a productive team member • A broad understanding of the challenges and experiences of young people in Australia, including specific community factors <p>Professional Attributes</p> <ul style="list-style-type: none"> • High levels of professionalism, confidentiality and discretion. • Positive and collaborative team player. • Adaptability and flexibility to changing work environments and requirements <p>Employment conditions</p> <ul style="list-style-type: none"> • Evidence of all required employment condition documents <p>Immunisation Status: If you are applying for a position in dental, nursing, sterilising or podiatry, you are required to have the following vaccinations: Hepatitis B, MMR, Pertussis and Varicella. If you are applying for a position working with children, you are required to have the following vaccinations: MMR, Pertussis, Varicella. <i>Influenza vaccination is recommended for all staff.</i></p>
Desirable	<ul style="list-style-type: none"> • Knowledge and ability to develop and deliver group-based skills training activities to assist clients' psychosocial functioning (e.g. life skills, anger management, problem solving, conflict resolution, etc.) • A broad understanding of the mental health and primary care health system in Australia • Experience in working within a school setting • Skills in utilising single session family therapy skills in day to day work
Position Description Acknowledgement	
I have read, understood and agree to comply with the above position description.	
Name of staff member:	
Signature of staff member:	
Date:	
Exec Managers signature:	
Date:	

For more information about Bellarine Community Health visit our website: www.bch.org.au