



POSITION DESCRIPTION

Health and wellbeing for all through:

- Respect
- Integrity
- Commitment
- Equity

TITLE	Enhanced Care Coordinator (Youth Mental Health Clinician)		
PROGRAM/TEAM	Community Wellbeing		
EFT	0.6 - 0.8		
TYPE/PERIOD OF EMPLOYMENT	Contract until 23 December 2019		
CLASSIFICATION	Social Worker/Occupational Therapist/Youth Worker/Psychologist Class 2/3 (Year and class dependent on qualifications and experience)		
AWARD/EBA	Depending on qualifications: <ul style="list-style-type: none"> • Community Health Centre (Stand Alone Services) Social & Community Service Employees Multi Enterprise Agreement 2013-2015 • Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2012-2016 • Public Community Health Sector Enterprise Agreement 2012-2016 		
REPORTS TO	Team Leader Youth Services		
SUPERVISES	Students		
EFFECTIVE DATE	01/10/2018	REVIEW DATE	19/08/2019

Cobaw Community Health Services Ltd (Cobaw) provides a diverse range of health, wellbeing and community services across the Macedon Ranges Shire and is extending service delivery reach with new opportunities. As a not for profit Company Limited by Guarantee Cobaw's strategic direction is led by a Board of Directors, whose membership is drawn from the local community.

To achieve our vision of a healthy resilient community, we are committed to the principles of collaborative partnerships, health promotion, community engagement, social justice and advocacy. In seeking opportunities to contribute to the lives of people in our community, we focus on achieving sustainability and expansion of services. To achieve this we always seek to add to the capabilities of our skilled and professional staff. All employees play an active role in service planning and development, quality improvement and health promotion.

In seeking skilled professionals to join Cobaw, we look for people that hold in high regard the values that are reflected in our work. Cobaw values diversity and will be responsive to the health needs of all people including, but not limited to, Aboriginal and Torres Strait Islander people; people with a disability; lesbian, gay, bisexual, transsexual and intersex people; people experiencing health inequalities; and culturally and linguistically diverse people.

THE POSITION

As the Enhanced Care Coordinator, you will be responsible for responding and delivering outreach based services to young people (12 to 25 years) with a range of mental health and situational issues. This work requires working with young people who are at the severe and complex end of service needs and thus requires short to medium term intensive work with young people and their families/carers. The work includes using a broad range of evidence based and capacity building approaches, including, but not limited to: assessment, assertive outreach, working engagement, coordination and case management, psycho education, active referral, care planning, as well as, advice and consultation services to young people, their families/carers and community professionals/agencies.

Position Context

In 2018, the North Western Primary Health Network provided funding to respond to the identified local need of four local government areas (Bacchus Marsh, Macedon Ranges, Melton and Sunbury) in response to a growing need of support to young people, aged 12-25 years who are experiencing difficulty with mental health issues and co-occurring psycho-social complexity. The project seeks to engage and work with those who are most vulnerable to ongoing and enduring mental health issues and disadvantage.

The National Centre of Excellence in Youth Mental Health (Orygen) leads the consortium of partners from the identified regions, formed to collectively respond to the growing need for young people. These partners include:

- Cobaw Community Health
- Djerriwarrh Health Services
- Odyssey House Victoria
- Orygen Youth Health Service
- Sunbury Community Health
- Youth Support and Advocacy Service.

The key expected job outcomes of this position are to:

- Provision of intensive and assertive outreach services to young people and their families/carers
- Provision of a range of active interventions that best support young people to address their mental health and situational issues in order to live active and engaged lives
- Work collaboratively with young people, their families/carers, community professionals/agencies to achieve positive outcomes for young people.

The scope of practice is:

- 1. Target Population:** Young people (12 to 25 years) and families
- 2. Service Delivery Model:** One on one, family work, case collaboration with other workers
- 3. Service Location:** Centre-based and assertive outreach

THE PERSON

The personal attributes needed to fit this role are:

- Inclusive practice
- Initiative and self-motivation
- High degree of emotional intelligence
- Independent and strong thinking skills
- Strong leadership and collaborative skills
- Excellent problem solver.

The qualifications required for this position are (one of):

- Bachelor of Social Work, Bachelor of Occupational Therapy, Bachelor of Youth Work or Master of Psychology with a minimum of three years' experience in a mental health setting
- Eligibility for membership to the relevant professional body or Registration Board.

KEY RESPONSIBILITIES

These statements of duties/responsibilities/tasks/roles and functions are indicative and need to be understood within the context that Cobaw is in a dynamic environment where change is the norm. As organisational needs change, so do job roles and functions. We are looking to employ people who understand the need for flexibility in employment relationships and responsibilities.

- Provide services to young people (and their families) that addresses mental health and situational issues
- Deliver evidence based brief interventions, including individual and group interventions (face to face and online) with young people and their families/carers
- Conduct an assessment and develop an individualised action plan in collaboration with the young person and their family/carer
- Provide services within a case management and collaboration framework that places the young person at the centre of care and actively propagate personal/professional supports that assist young people to live active and engaged lives
- Provide a range of therapeutic and psycho educational services to young people
- Operate within a client centred and early intervention framework
- Actively engage clients and provide assertive outreach
- Participate in Cobaw's Intake systems and processes
- Ensure the collection of data according to reporting requirements and meet service delivery targets set for the program
- Maintain the accuracy of relevant electronic client files as required.

Program Planning and Direction

- Participate in processes to develop programs which will meet the needs of the community
- Prepare plans for activities and programs including identification of aims, objectives, strategies and processes for evaluation review
- Monitor the delivery of services to ensure program goals/targets are achieved within available resources
- Regularly review and change service delivery against consumer feedback, evidence base and clinical expertise
- Participate in supervision practice as determined by Cobaw policies and as determined by the consortium
- Work with the consortium and the lead agencies so that services align with the intent and values of the funding program
- Actively participate in the community of practice across the consortium.

Community Development and Health Promotion

- Actively participate in community education and health promotion events and planning
- Liaise with our partners in the community, e.g. police, schools, Macedon Ranges Shire Council, CFA and sporting clubs
- Participate in community meetings by sharing information on referral pathways and pathways for community members to access support during emergencies.

KEY SELECTION CRITERIA

Applications must include written responses to the following:

1. Ability to work collaboratively within a multi-disciplinary approach with a team, other workers across the consortium, professionals and other community organisations.
2. Demonstrated experience and high level of knowledge of working with young people who experience complex mental health and situational issues.
3. Demonstrated experience and skill in working in an environment that requires managing at risk and complex young people (and their families/carers) to keep them safe.
4. Demonstrated understanding and experience in delivering a range of interventions that best support the young person to live active and engaged lives.
5. Demonstrated experience in working within a framework of client centred and client led practice.
6. Understanding of the legislative frameworks and government policies that inform working with young people and their mental health.

OTHER REQUIREMENTS

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of Cobaw policies and procedures.

Occupational Health & Safety and Risk Management

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm
- Apply a risk management approach to all tasks undertaken
- Attend Occupational Health & Safety (OH&S) Committee meetings as required.

General

- It is the responsibility of all staff to work within Cobaw's Code of Ethical Conduct and represent Cobaw as a professional and client-focused organisation and to promote its range of services
- Comply with Cobaw's Instrument of Delegation
- Comply with and contribute to Cobaw's Policy and Procedure Manual
- Carry out all other duties as directed consistent with Cobaw's Strategic Direction
- Maintain professional registration required to practice within the scope of practice outlined in the position description, provide evidence of current registration annually and notify Cobaw of any changes to registration when they occur
- Provide courteous advice and assistance to clients and visitors of Cobaw
- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner
- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position.

ADDITIONAL INFORMATION

- The successful applicant will be required to undertake a National Criminal History Check (NCHC), a Disability Workers Exclusion Scheme check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- All employees are required to sign and comply with Cobaw’s Code of Ethical Conduct, Respectful Workplace Behaviour policy and Statement of Cultural Safety.
- Cobaw is an Equal Opportunity Employer.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve OH&S.
- Cobaw is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- Cobaw is committed to promoting and protecting the interests and safety of children. Cobaw has zero tolerance of child abuse. All staff working at Cobaw are responsible for the care and protection of children and reporting information about child abuse.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.
- Salary sacrifice arrangements are available to all permanent staff subject to Cobaw’s ongoing Fringe Benefits Tax exempt status.
- The position is located in Romsey, however the company reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to Cobaw's area of operation.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment and then on an annual basis.
- The position requires a current Victorian Driver’s licence.
- This position is offered subject to ongoing funding.

ACKNOWLEDGEMENT

CEO /GM Signature			
Name		Date	
Employee Signature			
Name		Date	