



Role Description for Youth Health Officer

The Youth Health Officer's role is to work as a member of the 2Connect team to coordinate and achieve the objectives of youth health services, which aim to prevent alcohol/other drug use issues and related issues such as mental health. These objectives are to:

- Provide support for young people aged 10-25 & their families re the use/misuse of alcohol and other drugs, such as through case management, counselling, mentoring support & community education

Employment Status: 28-35hrs per week negotiable

Responsible to: The position is responsible to the General Manager on a day-to-day basis (and ultimately to the CEO & Management Committee)

This Role Description forms part of the contract with the employee, in conjunction with 2Connect's Policies and Procedures, job contract & other relevant guidelines, including funding body agreements which the position works under.

Key Responsibilities and Duties

1) Project Coordination and Direct Client work

- 1.1 Coordinate, plan, implement and review youth health services (focussed on the areas of Bayside, Georges River, Sutherland, Canterbury)
- 1.2 Provide direct support for young people aged 10 - 25 years old who experience or are at risk of experiencing harm from Alcohol and other drug use or their related issues
- 1.3 Provide direct support & mentoring for young people aged 10-25 who need support eg. with education
- 1.4 Provide Case management and counselling, including assessment, information, negotiating and following up case plans, therapeutic and practical support, developing life skills and goals, advocacy, family support, referrals, and other appropriate support as required.
- 1.5 Work in collaboration with other services to provide holistic support for clients
- 1.6 Ensure access for disadvantaged young people, such as youth from culturally and linguistically diverse backgrounds, indigenous youth, & same-sex attracted/gender diverse young people
- 1.7 Provide outreach model of services

2) Community development and health promotions

- 2.1 Organise and/or facilitate harm reduction group work programs, such as skills training, information and education workshops, support groups for young people and/or parents / family members as needed.
- 2.2 Promote projects to (& maintain sustainable links/ networks with) schools, services & communities.
- 2.3 Act as a source of current information on alcohol and other drugs, and associated issues such as mental health, for other services, workers and the local community.

2.4 Other community capacity building activities, including advocacy & representation of the issues/needs of the target group, & participation in collaborative capacity building projects.

3) Project Administration

3.1 Maintain accurate records including:

- Confidential and appropriate client case notes
- Client statistics and outcomes for research and evaluation purposes
- Administrative requirements such as travel expenses, timesheets, leave forms, financial transactions etc.

3.2 Participate in staff team meetings, and Supervision meetings

3.3 Participate as a team member with other staff, providing appropriate support, and in planning and evaluation processes

3.4 Provide Project Reports to Management and funding bodies as instructed

3.5 Participate in and comply with Work Health & Safety policy and requirements and Quality Assurance requirements.

3.6 Attend professional development as required

3.7 Undertake other relevant duties as directed by Management

SELECTION CRITERIA

ESSENTIAL CRITERIA:

- Understanding of alcohol/other drug issues affecting young people, families & communities
- Demonstrated skills/experience in working with young people aged 10-25 & their families in direct work, in particular in supporting young people with alcohol/other drugs
- Skills/experience in case management and counselling
- Skills/experience in working with young people from culturally and linguistically diverse backgrounds and Aboriginal young people
- Skills/experience in community work or health promotions, in particular group work
- Relevant tertiary qualifications in social/human services or health, with subjects completed which are relevant to the position
- Ability & commitment to teamwork, & ability to work independently
- Good organisational, administrative and communication skills, including ability to develop/maintain networks with a range of government & non-government services
- Commitment to social justice principles

DESIRABLE criteria:

- Previous experience in working with alcohol & other drug programs
- Current NSW drivers licence & own comprehensively insured car able to be used for work

Salary & Conditions

- **Excellent Salary package includes base salary and Salary packaging option**
- Conditions of employment covered by the Social, Community, Home Care and Disability Services Industry Award 2010 (Federal modern award). Position is classified as Level 5 Pay Point 1, at above Award rate
- Salary package includes base salary and up to \$15,900pa of salary able to be salary packaged (tax free), and a car allowance of up to \$2600 pa for use of own car for work purposes (pro rata for parttime hours). This is above & on top of mileage reimbursement. Salary packaging is optional, however
- Clinical external supervision is also offered
- All applicants must submit their Resume & statement addressing each essential & desirable criteria (using the 'How to Apply' guide in the information package). For further information, email operations@2Connect.org.au .
- Your application must be received by 5pm on Friday 10th May 2019.

This is a Child-Related position and it is a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the 'Working with Children Check' may be obtained from the NSW Office of the Children's Guardian web-site at www.kidsguardian.nsw.gov.au