



JOB DESCRIPTION

Position Title:	Community Awareness and Engagement Officer
Position Type:	Part time, fixed term contract until 30 June 2022
Location:	Batemans Bay, NSW
Reporting Relationship:	The position reports directly to the Manager headspace Batemans Bay
Position Classification:	The position is classified at band C (C1-C4) in accordance with the RACR Enterprise Agreement
Remuneration:	\$74,314.87 - \$79,956.47 plus super and PB I tax benefit for a full-time position.
Reviewed:	September 2021

Relationships Australia Canberra and Region (RACR) honours Australia's First Peoples. RACR expects every member of staff to work towards their own cultural awareness and fitness and participate in cultural training and discussions during the course of their work.

Roles and responsibilities

The Community Awareness and Engagement Officer raises awareness about youth mental health and provides accessible information about mental health issues and service systems. This is achieved by ensuring communication and awareness strategies that cater for young people, carers, service providers and the general community. The outcome is that young people and the general community are more aware of mental health and related issues and seek help early.

In consultation with the Centre Manager, headspace Batemans Bay, the Community Awareness and Engagement Officer:

- assists in the development and implementation of a range of regional social youth engagement activities designed to raise awareness of youth mental health issues, including the development of specific actions for young people requiring stakeholder engagement and evaluation
- builds and maintains positive partnerships with key stakeholders and works collaboratively to develop and implement agreed activities
- assists in the promotion and increases awareness of headspace Batemans Bay through events, product and partnership support
- assists the Centre manager to engage with local media to promote positive messaging about issues related to youth mental health and builds a social media presence
- proposes community events in relation to community awareness and health promotion by analysing available evidence from local, regional, state, and national data
- ensures the accessibility of headspace Batemans Bay engagement strategies to relevant audiences, such as Aboriginal and Torres Strait Islander people, people from a culturally and linguistically diverse background and members of the LGBTQIA+ communities

- in conjunction with the Centre Manager, develops an events plan and schedule for target groups
- engages with young people experiencing or at risk of experiencing mental health, drug or alcohol problems and facilitates their access to counselling and assistance with accessing accommodation, education or training support
- responsible for managing, promoting and supporting the Youth Reference Group and Family and Friends 'Inclusive Practice'
- contributes to the development of headspace Batemans Bay program strategies, plans and timelines in conjunction with the Centre Manager, and adhere to plans for the successful implementation of the program
- participates in education and training activities, engages in organisation-wide team meetings, collaborative planning activities and quality assurance activities
- be available for some work outside of regular business hours (including participation in meetings, attendance at training, engagement events)
- participates in presentations to the community, school forums and clinical groups as required
- participates in the development, implementation and maintenance of a safe and healthy workplace and takes reasonable care to ensure the health and safety of oneself and others
- work towards developing and maintaining cultural awareness and fitness through participation in cultural training and discussions.
- other duties as directed by the supervisor.

Selection criteria

1. An appropriate tertiary qualification in youth mental health – health literacy.
2. Well-developed written and verbal communication skills including the ability to deliver small group activities and deliver presentations to various groups.
3. Experience with stakeholder engagement and communication, particularly with young people.
4. Demonstrated organisational skills, including the ability to plan and prioritise effectively.
5. Demonstrated proficiency with technology, including the ability to use Microsoft Office applications and the capacity to quickly learn new technologies, including electronic client management system packages.
6. Demonstrated experience working with diverse cultural communities and knowledge of issues facing Aboriginal and Torres Strait Islander peoples and culturally and linguistically diverse individuals and communities, and LGBTIQ communities.

Desirable

- Experience with project or event management
- Experience managing online and social media content
- Previous experience in the not-for-profit sector

Special Requirements

- Willingness to travel and flexibility to work out of hours occasionally
- A NSW working with children check
- Commitment to mission and values of RACR
- Understand and embed restorative principles in their work and interaction with others

Contact Person

For further information about the position or application process, contact Tracy Creech, Manager, headspace Batemans Bay on 0428 036 021, HR Team on 02 6229 2410 or email hr@racr.org.au