
FIRST NATIONS SOCIAL AND EMOTIONAL WELLBEING COORDINATOR – IDENTIFIED

MAY 2026

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(ONLY *INDIGENOUS* AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12(1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC))

POSITION SUMMARY

Location:	Headspace Melton
Functional area:	Primary Clinical Services
Classification/ Salary:	Social, Community, Home Care and Disability Services Industry Award (2010), Social and Community Services Employee, Level 4 + 12% super + access to \$15,900 NFP salary packaging + personal use car
Job level:	Level 3
Reports to:	Clinical Services Manager
Employment type:	Part time (0.8 FTE)
Employment length:	Contract until 17 th December 2027

POSITION PURPOSE STATEMENT

This is an Aboriginal and/or Torres Strait Islander identified role.

As a First Nations Social and Emotional Wellbeing Coordinator, you will provide strength-based, culturally safe support and mentoring to young people and families from Aboriginal and/or Torres Strait Islander backgrounds who are engaged with headspace services.

The position seeks to reduce stigma and identify and address barriers that may impact on young, Aboriginal and/or Torres Strait Islander young people's engagement to access mental health care.

Working as part of the First Nations Team at headspace Melton, the Social and Emotional Wellbeing Coordinator will support the First Nations Youth Peer Worker and First Nations Family Peer Worker by providing them with support and mentoring and will also oversee the program delivery.

Supports for this role will include access to cultural supervision, professional development, and opportunities to participate in and contribute to an Aboriginal and Torres Strait Islander mental health Community of Practice.

REVOLUTION IN MIND

About headspace and Orygen's First Nations team

headspace is a world-first youth mental health initiative that supports young people who are going through a tough time; whether it's depression, anxiety, relationship break-ups or alcohol and other drug issues. The youth-friendly services at headspace are aimed at teenagers and young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

Orygen's First Nations team is dedicated to enhancing culturally safe mental health services for First Nations young people, through shaping an environment that respects and promotes the wellbeing and cultural needs of First Nations communities.

POSITION FOCUS

	Key responsibility area	Percentage
1	Culturally informed care & secondary consultations	50%
2	Community engagement	25%
3	Program coordination	15%
4	Other	10 %

POSITION KEY RESPONSIBILITY AREAS

1. Culturally informed care

- Provide a point of contact and liaison for Aboriginal and Torres Strait Islander young people and families/carers to access cultural support during their involvement with the service.
- Promote the involvement of Aboriginal and Torres Strait Islander young people and families/carers in decision-making about their own care including identifying referral pathways and supporting engagement with these pathways.
- Through consultation with colleagues, contribute to the engagement, assessment and treatment planning of young people and their families/carers' needs, with a particular emphasis on social and emotional wellbeing.
- Promote and provide available cultural consultation opportunities for staff, and support decision making regarding care of First Nations young people within the team, including at Clinical Review meetings
- Co- designing and facilitating programs for First Nations Young People including groups, community workshops and events.
- Oversee First Nations program development and coordinate program delivery, including regularly observing and providing feedback on program delivery and program facilitation.

2. Leadership

- Support the day-to-day functions of the other First Nation Team members.
- Organise regular wellbeing team meetings with First Nations staff at headspace Melton.
- Organise regular First nations program evaluation meetings with other First Nations staff at headspace Melton and Clinical Services Manager to provide feedback and recommendations.
- Report writing and evaluation of the program as required by the PHN.

3. Community Engagement

- Work with other Aboriginal and Torres Strait Islander staff, and Community Development staff, to establish and improve relationships and referral pathways between headspace Werribee/Melton and Aboriginal Community-Controlled Organisations (ACCOs).

<ul style="list-style-type: none"> • Increase awareness of headspace services amongst young people, their families/carers and friends, and the local community.
<p>4. Other</p> <ul style="list-style-type: none"> • Attend team meetings, clinical reviews and participate in supervision as required. • Maintain accurate and timely documentation. • The role may incorporate other service development activities and responsibilities as reasonably directed by the Clinical Services Manager. • Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Certificate IV in Aboriginal Health Care Practice, or other relevant post-secondary qualifications in Health, such as Certificate IV in Mental Health, Youth Work or Community Development.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Aboriginal and/or Torres Strait Islander background and demonstrated experience in working with Aboriginal and/or Torres Strait Islander young people and their families. • Sensitivity to experiences that Aboriginal and/or Torres Strait Islander young people may have had; this may include difficulties in their social and emotional wellbeing; physical health problems; difficult family experiences; or challenges with work and study. • A sound knowledge of local Aboriginal/Torres Strait Islander communities and relevant organisations. • Capacity to develop effective working relationships, collaborations and partnerships with a range of services within the broader community service system, particularly ACCOs. • Excellent organisational, interpersonal and communication skills (written and verbal) to communicate warmly and effectively with young people, community members and other stakeholders • Knowledge of early intervention, de-stigmatization, diversity, inclusion, and non-discrimination. • Knowledge of the common mental health, substance use and social problems faced by young people. • Excellent computer skills with a demonstrated ability in word processing, presentation programs and databases as required • Willingness to engage in the planning and provision of community engagement and capacity building activities.
Personal attributes	<ul style="list-style-type: none"> • Energy, passion and determination to make a difference to the lives of Aboriginal young people • Capacity to solve problems effectively, engage and work creatively with young people. • Capacity and willingness to conduct presentations and programs to groups of people, including young people and adults. • Ability to work effectively in a multi-disciplinary team. • A commitment to learning about the different types of organisations involved in mental health and drug and alcohol service delivery to young people. • A commitment to learning about issues of ethics and confidentiality and willingness to comply with privacy legislation in relation to the health care of young people.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none">• First Nations Peer Worker• First Nations Family Peer Worker• Clinical Services Manager• headspace Centre staff• Orygen's First Nations Team
External	<ul style="list-style-type: none">• Schools and community organisations• Elders and cultural groups

SPECIAL REQUIREMENTS

<ul style="list-style-type: none">• Unrestricted right to live and work in Australia.• A current National Police Check will be required.• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.• You may be required to work across more than one of Orygen's sites, which are currently located in the north and west of Melbourne.• Our headspace sites operate after 5pm multiple times a week, availability to work across rotating shifts required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none">• Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.• Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.• You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]