



Position Description

Project Officer

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| Location: | Orygen headquarters are located in Parkville, Victoria. This position will be based at headspace, 173 Wakefield Street, Adelaide. |
| Division: | Research and Translation |
| Salary range: | Within the range \$100 - \$110K depending on skills and experience |
| Term: | 12 months |
| Employment Type: | Full time fixed term contract |
| Approved By: | Director, Research & Translation |
| Date Approved: | November 2018 |
| Agreed By: | Director, Research and Translation |
| Date Agreed: | November 2018 |

1. POSITION SUMMARY

The Project Officer is responsible for developing and implementing activities under the community development and case detection strategy. They will be required to work with minimal guidance and be able to make informed decisions in relation to project implementation and relationship management.

2. POSITION CONTEXT

This position sits within the Research and Translation division of Orygen, the National Centre of Excellence in Youth Mental Health and will report to the National Projects Manager. Orygen engages in

a range of activities to support the development of work force capacity in youth mental health. This role specifically relates to the activities as set out in the Community Development and Case Detection project funded by Adelaide PHN.

This project will support and complement the work of the Adelaide headspace Youth Early Psychosis Program through the provision of case detection and community development activities to assist identify and support young people experiencing or at risk of first episode psychosis.

The aims of the Project are to:

- Increase community awareness of psychosis in the Adelaide metropolitan region.
- Increase community awareness of the Adelaide hYEPP services.
- Improve referral pathways from primary care to Adelaide hYEPP services.
- Improve coordination and integration between primary and mental health care providers for young people experiencing psychosis in the Adelaide metropolitan region.
- Improve professional knowledge of early psychosis and available treatment.
- Reduce delays in the treatment of psychosis.
- Monitor/reduce the duration of untreated psychosis in the Adelaide metropolitan region.

3. ORGANISATIONAL INFORMATION

Orygen, The National Centre of Excellence in Youth Mental Health is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

Further information available at <https://www.orygen.org.au/About/About-Us>

4. KEY RESPONSIBILITIES/OUTCOMES

The Project Officer will:

- Increase awareness of **headspace early psychosis program** services amongst young people, their families/carers and friends, and the local community.
- Develop and maintain partnerships with schools, community, public and private sector agencies, with a focus on community capacity building, shared community engagement /awareness activities and effective referral pathways to/from **headspace early psychosis program**.
- Deliver a range of educational programs to tertiary, primary, private and public health sector audiences, specifically related to early psychosis treatment and the hYEPP model of care and referral pathways.
- Develop and deliver a range of activities and programs to increase awareness of early psychosis by community workers and agencies working with at-risk young people, increasing knowledge of referral pathways.
- Create and facilitate opportunities for young people with lived experience to engage with community awareness building, including contributing to the development of training and education, awareness raising aimed at young people and development and review of associated resources.
- Contribute to the development and maintenance of local stakeholder partnership meetings.
- Provide secondary consultation/advice to organisations supporting young people with psychosis.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Senior clinician (Level 3 equivalent) Occupational Therapist, Psychiatric Nurse, Social Worker or Psychologist with clinical experience in early psychosis and youth mental health.
- Significant experience in community development or substantial relevant experience in a similar field.
- Demonstrated ability to develop, implement and evaluate capacity building and educational programs and resources for a variety of clinical and non-clinical audiences.
- Demonstrated experience engaging community stakeholder organisations, such as drug and alcohol, welfare, Aboriginal and Torres Strait Islander controlled organisations.
- Demonstrated ability to achieve outcomes in partnership with the community, government and non-government agencies.
- Demonstrated commitment to engagement of young people with a lived experience.
- Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation.
- Excellent written communication skills.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated problem solving/analytics skills with the ability to deliver creative solutions.
- Demonstrated commitment to providing excellent customer service.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.

5.2 Desirable

- Project management skills and experience.
- Sound understanding of service structures, including governance arrangements, reporting requirements and funding arrangements across primary and tertiary sectors.

6. JOB COMPLEXITY, SKILLS, KNOWLEDGE

6.1 Level of Supervision/Independence

- This position will report to the National Projects Manager, and work under the direction of the Project Lead.
- Subject to broad direction, while working with a considerable degree of autonomy.
- Supported by regular project team meetings.

6.2 Problem Solving and Judgement/Risk

- The incumbent will be required to develop, deliver and evaluate community engagement, professional education and case detection activities as described in the project strategy, in collaboration with the headspace youth early psychosis centre. This will require sound judgement, the ability to identify and manage a range of risks (including brand and reputation) and well developed problem solving and negotiation skills.

6.3 Professional and Organisational Knowledge

- High level understanding of the different types of organisations involved in health and wellbeing service delivery to young people.
- A sound understanding of the EPPIC model theory and rationale, and hYEPP operational guidelines that support implementation of the model.
- A sound understanding of youth mental health systems of care in South Australia.
- A sound understanding of data collection and management to inform program evaluation.

6.4 Breadth of the position

- Responsible for planning, development and implementation community development and case detection strategic activities under the direction of the project lead.
- Liaison and partnership development with internal and external stakeholders.

6.5 Special requirements

- *A current South Australian driver's licence.*
- *OHSE training is essential and is provided by headspace.*
- *All workplaces are non-smoking environments.*
- *A current full unrestricted work permit / visa for Australia.*
- *A current National Police Check will be required.*
- *Any offer of employment is conditional upon receipt and maintenance of a Working with Children Check.*

7. POLICIES AND WORKPLACE PRACTICES

All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.

It is expected that at all times, employees will:

- Be respectful towards Orygen, supervisors and other colleagues, young people engaged in Orygen activities and their families, and the general public.
- Be aware of and work to the objectives of Orygen.
- Work collaboratively with all colleagues and external organisations engaged in Orygen activities.
- Act in a safe and responsible manner at all times.

8. OCCUPATIONAL HEALTH and SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.