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# Position Description

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## Youth Health and Wellbeing Officer

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Winda-Mara Aboriginal Corporation

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Winda-Mara Aboriginal Corporation (Winda-Mara) is a community controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

*Our Vision: "That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives".*

Our Vision will be achieved by focusing on four themes and these are:

*"People" "Organisation" "Country" "Culture"*

*"Mara" "Kooyoorn" "Meerang" "Culture"*

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Position: Youth Health and Wellbeing Officer

Reports to: Interim Health Services Practice Manager

Classification: Health Professionals and Support Services Award 2010

Location: 21 Scott, Heywood, Victoria, 3304

Hours of Employment: 38 hours per week, Full Time

Enquiries to: Sharon Rigg, Interim Health Services Practice Manager, on 5527 0050 or [sharonrigg@windamara.com](mailto:sharonrigg@windamara.com)

Applications addressing the Key Selection Criteria to: Shannon Gaita, People and Culture Assistant, PO Box 42, Heywood, Vic, 3304 or [shannongaita@windamara.com](mailto:shannongaita@windamara.com)

Applications close: Tuesday 10<sup>th</sup> March 2020.

### Primary Purpose of Position

- The purpose of this position aims to improve the social and emotional wellbeing of youth through providing support and advocacy.

### Key Responsibilities

- Refer clients to appropriate Health and Community Services
- Work in collaboration with both external and internal Health and Community services to maximise health outcomes for individuals with mental health issues
- Provide strategies to facilitate culturally appropriate service provision and access to Health and Community services
- Facilitate community forums and information sessions on mental health
- Liaise with local, state and national wide mental health departments and organisations in a positive and productive manner
- Increase awareness on the importance of mental health and wellbeing
- Facilitate and coordinate youth focussed mental health promotion activities
- Assess, record and report contact and case notes on specific databases ie Infoxchange
- Actively contribute to the development and implementation of unit policies, procedures and forms
- Complete all reporting requirements
- Attend relevant training sessions, meetings and workshops
- Other duties as required within the scope of this role and coordinated through the Interim Health Services Practice Manager.

## Key Selection Criteria

- Sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
- Certificate IV or demonstrated knowledge in the field of Mental Health or similar
- Knowledge and understanding of Health and Community services in the local area
- Excellent interpersonal skills including the ability to be resilient
- Demonstrated ability to work independently as well as in a team environment
- Strong verbal and written communication and computer skills
- Organisational skills; ability to prioritise, manage time effectively and work well under pressure
- High level of accuracy with work produced and accurate data entry skills
- Ability to deal tactfully and discretely with confidential information
- Punctual, professional, efficient and approachable manner.

## General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

## Conditions of Employment

- Victorian Drivers Licence
- Ability to obtain a National Police Check
- Ability to obtain a Working with Children Check