

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: INDIVIDUAL PLACEMENT SUPPORT PEER WORKER

Name:		PO Box 1121 Bendigo Central Victoria 3552
Position number:		
Award/Agreement:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017	Central Site: Ph: (03) 5448 1600 Fax: (03) 5441 4200
Classification:	Social and Community Services Employee - Level 2 Pay Point 2	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5441 4200
Site:	headspace 78 - 80 Pall Mall Bendigo	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5441 4200
Hours per fortnight:	76.0 hours per fortnight	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Fixed term to 28 June 2019	
Position description developed:	January 2019	
Responsible to:	Director - headspace Operations and Services	

1. Position Role

The role of the position is to primarily work with young people up to the age of 25 years who are engaged in the Individual Placement and Support Program (IPS) at headspace Bendigo. A key component of this role will be to provide support and advocacy for young people interacting with other service providers in Bendigo.

2. Position Responsibilities

The responsibilities of the position are:

- Work collaboratively with the Individual Placement and Support staff and the headspace team to obtain the best outcome for the young person.
- Work to build the capacity of young people so they can confidently advocate and navigate services for themselves.
- Where requested by the consumer, advocate for and with the consumer to access the services they require, and where appropriate, working with other headspace staff to secure these services with a positive outcome for the consumer.

3. The Role of the Team

headspace is funded by the Australian Government under the Promoting Better Mental Health - Youth Mental Health Initiative. headspace Bendigo is a consortium model involving local services including MIND Australia, YSAS, Anglicare, Bendigo Health, City of Greater Bendigo Council, Access Australia Group and Bendigo Community Health Services (BCHS) is the lead agency. For more information about headspace, please visit www.headspace.org.au

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4. Key Selection Criteria

4.1 Essential

1. A qualification in health or community services or relevant discipline or significant equivalent experience.
2. The ability to work with young people and build rapport.
3. Demonstrated experience in working with young people and the impact that mental health has on their ability to access services.
4. Good interpersonal skills.
5. Good written and verbal communication skills.
6. The ability to interact with a variety of disciplines, other service providers and young people to get the best outcome for each young person in the IPS program.
7. The ability to support the IPS Workers and other staff where required.
8. Sound organisational and time management skills including the ability to work under pressure.
9. The ability to problem solve and good decision making skills.
10. High level skills in information technology.
11. A current Working with Children Check.

4.2 Desirable

1. Demonstrated understanding of headspace.
2. Demonstrated understanding of, and commitment to this specific cohort of young people and the challenges
3. The ability to deliver a high-quality service across the relevant age span.
4. The ability to build and develop positive relationships with both internal and external stakeholders.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

6. Staff Review and Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

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6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to the level required by the funder.
- Demonstrate positive outcomes for young people and their families through your intervention.
- Show evidence of an integrated service delivery approach for consumers.

6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

6.7 Child Safety:

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

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7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Peter Richardson
Acting Chief Executive Officer

Date:/...../.....

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Agreed: Individual Placement Support Peer Worker

Date:/...../.....