



Murray Mallee  
General Practice  
Network



**Recruitment  
Information Package.  
Assisting you in your application to join  
our team.**

**[www.mmgpn.org.au](http://www.mmgpn.org.au) - (08) 8531 1303**



*“Building healthy and resilient people and communities”*

## Vacancy Information:

**Position:** *Allied Health Youth Worker*

**Salary:** *Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options. TOIL & 5 weeks Annual Leave, all of which will significantly boost your overall package.*

**Status:** *Part time Fixed term until 30 June 2019.*

**Closing Date:** *Friday 1<sup>st</sup> March 2019*

Thank you for your interest in applying for the above position.

If you have a passion for making a difference in the lives of young people, 12 – 25 years, particularly those at risk of developing mental health issues and/or substance use disorders as well as young people who have economic and social recovery needs, then we want to hear from you. We have a rewarding professional part time role available, based at our Murray Bridge Office. The position is part time 0.6 FTE and must be able to work Thursday 12-8pm in our Afterhours program.

headspace Murray Bridge is seeking an Allied Health Youth Worker to join our Murray Bridge team committed to providing services for young people, their families and carers in Murray Bridge and surrounding areas. Ability to deliver youth friendly mental health services in regional settings and via an out-reach model is desirable. The headspace team is committed to a cooperative, multidisciplinary model of care to support the best outcomes for young people across the Murray Bridge region. Ability to facilitate group program will be an advantage.

We are looking for qualified and experienced Youth Mental Health Clinician who can work innovatively and therapeutically with young people and are accredited with their relevant professional body and/or registered with APHRA (Psychologists, Occupational Therapists, and Mental Health Nurses) or are eligible for membership with AASW (Social Workers).

This information package contains information about the Murray Mallee General Practice Network, and guidelines on submitting your application.

You will find within this information package:

- ***An overview of the Murray Mallee General Practice Network***
- ***Position Description & role requirements.***



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## How to apply:

Applicants are requested to send a covering letter, addressing the key selection criteria, and resume to the Clinical Lead, PO Box 558, Murray Bridge 5253 or emailed to [suzannef@mmgpn.org.au](mailto:suzannef@mmgpn.org.au) by **COB Friday 1<sup>st</sup> March 2019**.

## About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, the organisation has evolved to become the **Murray Mallee General Practice Network**, a primary care provider to the Country SA PHN, and other government and non-government funding bodies. Our current programs have been funded in response to identified needs in the community and services include:

## Youth Mental Health:

We are the lead agency for headspace Murray Bridge which provides holistic early intervention services through a range of primary health care providers and consortium partners.

## Mental Health Team

Mental Health Clinicians provide from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Taillem Bend and Meningie.

## Demography:

The Murray Mallee General Practice Network is based in the major population centre of the region - the Rural City of Murray Bridge. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Princes Highway and rail route from Adelaide to Melbourne pass through the region. The River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees and interns within our practices.

The MMGPN is fully accredited under TQCSI. Our accreditation status is oversighted and maintained by our internal Quality, Risk and Safety practices, which aims to build, maintain and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

Murray Mallee GP Network abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>



## Seeking employment with the Murray Mallee General Practice

### Network:

Job seekers considering employment with the Murray Mallee General Practice Network should understand that our recruitment process is similar to that of the public sector. This may be different in some respects to the process used in the private sector. This document will help you to understand our recruitment practices.

Broadly speaking, our recruitment is based on the merit principle. Each position has selection criteria, described in the job and person specification. The selection process involves assessing an applicant's suitability for the position, based on a comparison of their relevant skills, experience and qualifications in terms of the position's requirements. The person who is best able to demonstrate the match of their knowledge, skills and abilities with the requirements of the job, will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. It is essential that your application meets the specific requirements that are set out in detail in the information package provided by the Murray Mallee General Practice Network.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the Murray Mallee General Practice Network, you may find the following information useful:

- 1) Do not apply for a position by just submitting a resume – in most instances it is only used to provide background information and alone will not get you an interview.
- 2) A resume may be attached to an application, but it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to fully understand the requirements of the role. Some criteria may contain multiple requirements, look for action verbs and conjunctions. Failure to respond to even one part of criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement, unless otherwise stated. However, as indicated previously, the quality of the document may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.



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- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website [www.mmgn.org.au](http://www.mmgn.org.au) contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Get a friend or family member to read the document.
- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e. dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.

Adapted from article by Greg Lewis, AACC Member, [www.workplace.gov.au](http://www.workplace.gov.au)



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## JOB AND PERSON SPECIFICATIONS

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<b>Title of Position:</b>	Youth Worker (Allied Health)– headspace Murray Bridge
<b>Classification:</b>	HPSO 1
<b>Type of Position:</b>	Contract
<b>Term Appointment:</b>	To June 30, 2019
<b>Salary:</b>	According to qualifications & experience

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Approved by Chief Executive Officer June 2018

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The mission of **headspace** Murray Bridge is to reduce the burden of disease in young people aged 12-25 years caused by mental health and related substance abuse disorders through early identification and effective, evidence-based intervention delivered by primary care and specialist providers working together within a unified, accessible and integrated service framework. **headspace** Murray Bridge is funded through the Country SA Primary Health Network.

The **headspace** Murray Bridge program is under the auspices of the Murray Mallee General Practice Network as the Lead Agency and is supported by a range of consortium partners who share the **headspace** vision.

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## JOB SPECIFICATION

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### 1. Summary of the broad purpose of the position

The Allied Health Youth Worker –**headspace Murray Bridge**, delivers a range of activities within the **headspace Murray Bridge** program. The position provides services for youth aged 12-25, with a particular focus on mental health and substance misuse. The Youth Worker role is critical in promoting linkages between the primary care, vocational/educational and social recovery sectors and includes youth engagement, screening, counselling, referral, advocacy and care coordination.

### 2. Reporting/working relationships

The Murray Mallee General Practice Network is the lead agency for **headspace Murray Bridge**. The Allied Health Youth Worker is employed by the Murray Mallee General Practice Network. The Youth Worker will operate within the headspace Murray Bridge team, and will report to the Clinical Lead.



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### **3. Specific conditions**

- The position will be primarily based at the headspace site at Murray Bridge, or elsewhere as reasonably directed by the employer.
- Participation in regular performance management reviews is required.
- Flexible working hours (some out of business hours and weekends) may be required for which time in lieu may be taken.
- Intrastate travel, particularly throughout the headspace region will be required.
- Current driver’s license required.
- A vehicle is available for work purposes. If use of own vehicle is required for work purposes reimbursement will be made as per the rates determined by the relevant Modern Award.
- A Department of Communities and Social Inclusion screening check for child and vulnerable person related employment is required, as well as a National Police Clearance. All must be updated every 3 years, or upon our request.
- Tertiary qualifications in an Allied Health field

### **4. Statement of key responsibilities and duties:**

*Note: The Allied Health Youth Worker will work closely with the headspace Clinical Lead to offer services in the following areas*

#### 1. Youth Engagement

- Implement a range of activities to engage young people in services provided by headspace Murray Bridge and in the management of their own mental health, drug and alcohol problems and vocational support requirements

#### 2. Initial Screening

- Assist in screening of young people to identify potential mental health or drug and alcohol issues or young people who may be at risk.

#### 3. Supportive Counselling and Therapeutic Interventions

- Provide or refer young people to counselling that uses a range of therapeutic interventions, a young person’s strengths and social supports, to help them address and manage current issues

#### 4. Drug & Alcohol Counselling

- Provide or refer young people to counselling that aims to help people address their substance abuse and the effect it is having on their life.

#### 5. Skills Training

- Provide training and skills that will assist young people to better manage or cope with the impacts of mental health or drug and alcohol problems or that may assist young people at risk to better manage e.g. life skills, anger management, conflict resolution.

#### 6. Referral

- Assist in the guided referral of young people to appropriate clinical or other services either within headspace Murray Bridge or external agencies.

#### 7. Coordination of Care

- Assist young people to access the range of services they need.



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8. Advocacy on Behalf of Young People
  - Provide advocacy related services to other workers, agencies and employers.
9. Family Support
  - Work with family members to assist them to find constructive ways to support their young person with mental health or drug and alcohol issues.
10. Provision of Mental Health/Drug & Alcohol Related Information.
  - Provide information on mental health and drug and alcohol issues to young people with issues or those at risk.
11. Provision of Outreach Services
  - Implement a range of youth services and activities according to need and centre capacity in the broader areas of the headspace region, which may include Mount Barker, Meningie, Mannum, Tailem Bend, Lameroo, Pinnaroo and Karoonda.
12. Community engagement
  - Implement community engagement activities to involve young people and other key stakeholders in planning, implementing and evaluating **headspace** programs and activities
13. Contribution to the services provided by the Headspace Murray Bridge platform.
  - Provision of appropriate written and verbal reports when assessing and/or evaluating a young person’s progress and maintaining accurate records in the form of clear case notes and reports.
  - Use of relevant data collection tools as required.
  - Provision of relevant project reports as directed by the headspace Manager.
  - Attending relevant staff training resulting in individual development, enabling an effective service to young people.
  - Actively participating in supervision support sessions, team and staff meetings, and planning days with headspace staff and external agencies.
  - Contribute to the evaluation and assessment of team programs and processes.
14. Other responsibilities:
  - Occupational Health and Safety  
Ensuring a safe working environment at all times by maintaining effective work practices, adopting procedures and practices that comply with the Occupational Health and Safety Act, and taking reasonable care to protect your own health and safety and the health and safety of others
  - Equal Opportunities Legislation  
Promoting and implementing policies and procedures and the prevention of harassment, bullying and intimidation.
  - Professional Codes of Conduct and Ethics  
Complying and practicing within relevant Federal and State Legislation and the profession’s code of practices/ethics
15. Other duties as directed.





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**PERSON SPECIFICATION**

**ESSENTIAL MINIMUM REQUIREMENTS**

**Personal Skills/ Knowledge / Experience**

Educational/Vocational Qualifications

Tertiary qualifications in an allied health field

- Social Workers must be eligible to be a member of the AASW
- Occupational Therapists must be eligible for membership of professional association
- Psychologists - A Masters Degree in Clinical Psychology or its equivalent  
- Registered under the provisions of the Psychological Practices Act, 1973
- Psychiatric Nurses – RN with psychiatric qualification and experience in a community setting

Personal Abilities/Aptitudes/Skills

- Ability to relate to young people and their families and to work with them to achieve change and quality outcomes.
- Ability to work within a multidisciplinary team.
- Ability to design, develop, evaluate and participate in programs for young people, on an individual, group or family basis.
- Ability to contribute to considered discussion with young people, and with the team, about client needs and appropriate ways to meet those needs.
- Ability to work in conjunction with, and be sensitive to, the needs of different cultural groups.
- Ability to communicate effectively verbally and in writing with other employees, clients and their families, members of the community, and both government and non-government agencies.
- Ability to perform multiple tasks and meet deadlines
- Competent computer skills.
- Hold a current driver's license

Experience

- Experience in the community services sector

Knowledge and understanding of:

- adolescent development and family relationships.
- mental health and drug and substance issues
- the education and training sector
- computer skills in the Windows environment
- Occupational Health, Safety and Welfare Act, policies and Practices
- Equal Opportunities Legislation, policies and practices

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**DESIRABLE REQUIREMENTS**

(To distinguish between applicants who have met all the essential requirements)



Experience

- working with youth, families, agencies and communities.
- program delivery and development
- assessment and referral of young people.
- computer client data base tools
- counselling with individuals and families and/or group work

Knowledge

- Individual and group activity planning for young people
- Appropriate community resources for families and adolescents.
- Knowledge of, and experience in, recreational, practical and social learning programs for families of adolescents