

## POSITION DESCRIPTION

# YOUTH SUPPORT COORDINATOR

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## PURPOSE OF POSITION

To work within the **headspace** Newcastle team to engage young people and their families, conduct psychosocial assessments, provide brief interventions for young people presenting with mental health problems and related psychosocial issues and provide care coordination to support young people throughout their continuum of care to ensure young people (12-25yrs), are provided the right clinical care and support as soon as possible.

## REPORTS TO

- headspace Newcastle Service Manager

## DIRECT REPORTS

- Nil

## SCOPE OF PRACTICE

Youth Support Coordinators in this role will be expected to apply knowledge and skills in evidence-based mental health and psychosocial practice, to assist young people and their families with a range of emotional, psychological, and social needs by using a biopsychosocial approach to assessment, care coordination, and brief interventions which supports ongoing clinical care. Participation in intake and triage processes and reviewing the risk status of young people is undertaken within an individual's area and level of expertise and with due regard to ethical, legal, and prescribed standards.

## KEY RESPONSIBILITIES

### SERVICE DELIVERY

- Conduct biopsychosocial assessments of young people as part of the youth intake assessment / screening process to identify care needs and level of risk
- Contribute to intake / triage and planning meetings with headspace Newcastle staff.
- To support and facilitate young people (assessed as appropriate) in accessing headspace Newcastle services including clinical care and non-clinical support services
- To support and facilitate young people in accessing appropriate services outside headspace Newcastle
- Provide short to medium term, evidence based, brief intervention for young people presenting with mental health issues, to support ongoing clinical care

- Engage in family inclusive practice in working with young people (where appropriate)
- Youth Support Coordinator may be located at a number of the service's regular office locations, including Newcastle, Port Stephens, and Lake Macquarie, dependent on service needs; and may require travel between locations for training and meetings, or to provide outreach services.

## SERVICE SUPPORT AND DEVELOPMENT

- Contribute to creating a welcoming and accepting environment
- Promote the philosophy and values of Hunter Primary Care
- Actively contribute to the development of **headspace** Newcastle
- Work collaboratively with all staff, private practitioners and co-located partners to ensure a responsive and high quality service to young people
- Act as a resource to staff, community partners and community, re: local youth services including housing, counselling, employment, education, health and legal services
- Build and maintain effective working relationships with other services working with young people in the government and non-government sectors
- Participate in quality improvement activities as needed

## PROFESSIONAL DEVELOPMENT AND EDUCATION

- Maintain own professional development
- Participate in education and information sessions for young people, their families/carers, service providers and the community
- Participate in development of annual work plan

## ORGANISATION

- Follow all appropriate policies and procedures of Hunter Primary Care.
- Communicate service improvements, initiatives and challenges to **headspace** Newcastle Manager

## WORK HEALTH AND SAFETY

- Take reasonable care of own health and safety and take reasonable care that own acts or omissions do not adversely affect the health and safety of other persons
- Comply so far as is reasonably able, with any reasonable instruction by management and comply with HPC policies and procedures relating to health and safety

## SELECTION CRITERIA

### ESSENTIAL CRITERIA

- Tertiary qualifications in Psychology, Social Work, Occupational Therapy, Mental Health nursing or other relevant tertiary health qualification.
- Relevant experience in working with young people, their families/carers in a mental health setting and specific experience in working with young people with mental illness.
- Experience working with young people who have self-harmed, attempted suicide or who have suicidal ideation and those with emerging or established mental illness
- Experience in developing high quality professional relationships with young people (12 -25yrs) that includes engagement and assessment skills that aim to promote mental health and wellbeing.
- Demonstrated capacity to work autonomously, whilst being part of a team
- Demonstrated understanding of developmental needs of young people
- Demonstrated understanding of early intervention principles of youth mental health and substance use.
- Excellent written and verbal communication skills
- Ability to use electronic medical record systems, and relevant software packages such as Microsoft Word, Excel and Access

### DESIRABLE CRITERIA

- Experience or training in brief interventions for mental health issues
- Ability to use initiative to identify areas for improvement and implement changes
- Demonstrated experience and flexibility in learning and adapting to new systems
- Understanding of the issues and barriers for young people in accessing services
- Experience in working with youth from Aboriginal and/or CALD cultures.

### SPECIAL CONDITIONS

- Some out of hours work on evenings and weekends may be required (e.g. attendance at community forums or meetings) for which flexible working hours may be negotiated with manager.
- Regular travel required
- Current NSW Drivers License
- Comprehensively insured motor vehicle
- National Police Check
- NSW Working with Children Check

## ACCEPTANCE OF POSITION

I hereby accept the position as outlined in the above points and agree to abide by the HPC values, policies and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken in this position. This is not intended to be an exhaustive list and is not exclusive of additional responsibilities that may arise from time to time.

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Signature

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Print Name

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Date

Position Approved by: Katrina Delamothe March 2020