



Employee Position Description

Position Details		
Position Title: Community Engagement and Capacity Building Worker	Department: Yarra Ranges Mental Health and Wellbeing Local	Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Reports To: Team Leader Building Community Capacity	Location: Anderson St Lilydale	
Direct Reports: None	Employment Status: Permanent Full time	Classification: SACS Level 4 Paypoint 1
Position Primary Purpose		
<p>Mental Health and Wellbeing Locals are a key component of Victoria’s reformed mental health and wellbeing system. In the Yarra Ranges, Wellways, Eastern Health, Inspiro Health, and Oonah work in partnership to deliver free, voluntary, and accessible mental health and wellbeing support for adults aged 26 years and over.</p> <p>The Community Engagement and Capacity Building Worker plays a central role in strengthening community capacity through mental health literacy, education, and advocacy. The role focuses on improving understanding of mental health, reducing stigma, and supporting communities to recognise, respond to, and seek help for psychological distress. This position works collaboratively with communities, partners, and lived experience voices to build safer, more informed, and more connected communities</p>		
Decision Making Authority		Key Relationships
Decisions made independent of Manager In accordance with the organisation’s Delegation of Authority <ul style="list-style-type: none"> • N/A for Locals role. 		Internal <ul style="list-style-type: none"> • N/A for Locals role

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager’s directions when and as required, which may include completion of duties not listed in this document.

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Key Accountabilities	
Focus Areas	Responsibilities
Direct Service Delivery	<ul style="list-style-type: none"> • Design, deliver, and evaluate mental health literacy and education initiatives for community groups, organisations, and local networks • Build community capacity to recognise signs of psychological distress and respond appropriately through education and practical tools • Facilitate workshops, forums, and information sessions that promote mental health awareness, inclusion, and help-seeking • Advocate for community-identified needs and systemic improvements within the mental health and wellbeing system • Contribute to community-wide stigma reduction and prevention initiatives aligned with public health and recovery-oriented approaches
Operational Requirements	<ul style="list-style-type: none"> • Record clinical notes, client contacts and outcome measures in electronic databases and reporting systems as required and in a timely manner • Meet required program KPIs
Partnership and Networking	<ul style="list-style-type: none"> • Develop and maintain strong partnerships with community organisations, councils, services, and informal community leaders. • Work alongside communities to co-design capacity-building activities informed by lived experience and local need • Strengthen referral pathways and community knowledge of local mental health, wellbeing, and support services
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times • 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 • Treat others with respect and always behave professionally and in accordance with the AccessHC Code of Conduct
Locals Values and Behaviours	<ul style="list-style-type: none"> • This role is grounded in recovery-oriented, trauma-informed, and culturally safe practice • The worker is expected to demonstrate integrity, compassion, respectful collaboration, commitment to equity, and active contribution to reconciliation with First Nations communities
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC’s policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position • Participate in mandatory training requirements to support the delivery of a safe and effective service • Ability to make a contribution towards effective risk management • Take personal responsibility for the quality and safety of work undertaken

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Selection Criteria	
<p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check • NDIS Worker Screening Check • Driver's Licence <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Minimum Diploma qualification in a health-related, community development, or health promotion field. • Minimum two years' experience in community engagement, education, capacity building, or related roles • Lived or living experience of mental health and/or substance use challenges (highly valued) • Cert IV in Training Assessment (desirable) 	<p>Attributes we value</p> <ul style="list-style-type: none"> • Demonstrated experience in community capacity building, mental health education, or health promotion • Strong understanding of mental health literacy principles and community-based prevention approaches • Ability to translate complex mental health information into clear, accessible, and culturally appropriate education • Experience working with diverse communities including CALD communities, First Nations peoples, and LGBTIQ+ communities • Strong advocacy skills and confidence representing community perspectives in service planning and system conversations • Ability to work both autonomously and collaboratively within multidisciplinary and partnership-based environments.
<p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner</i></p>	
Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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