

## Employee Position Description

Position Details		
<b>Position Title:</b> Coordinator Bicultural Community Engagement & Wellbeing Project	<b>Department:</b> Community Impact & Access	<b>Agreement:</b> Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement
<b>Reports To:</b> Manager Community Access and Outreach	<b>Location:</b> Hawthorn with requirement to travel and work at all AccessHC locations and LGA	
<b>Direct Reports:</b> Bicultural Community Engagement and Inclusion Worker/s (1.0 EFT) and project volunteers.	<b>Employment Status:</b> Fixed term Part-time (0.6FTE) to 30 June 2025	<b>Classification:</b> Level 4 PP1 - PP3 (depending on experience)
Position Primary Purpose		
<p>The Access to Mental Health (A2MH, working title) project aims to engage culturally and linguistically diverse (CALD) young people and their families to identify barriers to accessing mental health, co-design and implement initiatives to increase community participation with mental health services. Under the guidance of the A2MH Steering Committee, and reporting to the Manager Community Access and Outreach, the Coordinator will be responsible for implementing and evaluating the 12-month project and develop recommendations for building changes into ongoing operations and/or practice. The Coordinator will provide direction and assist the Bicultural Engagement Worker/s to identify community connectors and engage with CALD communities who live, work, study or access services in Boroondara and Manningham to inform the project. The Coordinator will advocate for systemic changes to improve access to mental health services based on findings from co-design with CALD community members.</p>		
Decision Making Authority	Key Relationships	
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>• Operational decisions within existing budgets and project plan</li> <li>• Engagement with partner organisations and community members</li> <li>• Day to day supervision and direction of Bicultural Engagement Worker/s</li> <li>• As per Delegation of Authority Policy</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Health Promotion &amp; Engagement / Community Impact &amp; Access staff</li> <li>• headspace (Hawthorn) and Mental Health teams</li> <li>▪ AccessHC staff, managers, senior leadership and volunteers</li> <li>▪ Project Steering Committee</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>▪ CALD community members in Boroondara and Manningham.</li> <li>• Partners (e.g. CCOEI, ACCHOs, LG youth and community services)</li> </ul>	

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Key Accountabilities	
Focus Areas	Responsibilities
<b>People Leadership &amp; Project Management</b>	<ul style="list-style-type: none"> <li>▪ Develop, lead and coordinate the project plan for the timely and quality delivery of the project aim and deliverables.</li> <li>▪ Provide guidance, direction, support and operational supervision to Bicultural Worker/s and project volunteers to implement A2MH project.</li> <li>▪ Develop and coordinate the A2MH project Steering Committee.</li> <li>▪ Develop relationships and work in partnership (internally and externally) to lead the authentic co-design of the project with target community and stakeholders.</li> <li>▪ Implement and evaluate initiatives co-designed by the community for the community.</li> <li>▪ Initiate, plan, manage and report on project deliverables.</li> <li>▪ Identify solutions and recommend actions to meet project objectives.</li> </ul>
<b>Partnerships, Community Engagement &amp; Networks</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in key local, regional and/or state-wide networks to enable AccessHC to develop working relationships, learn and promote best practice.</li> <li>▪ Influence and obtain cooperation and assistance of stakeholders to achieve project objectives.</li> <li>▪ Develop and strengthen partnerships with staff working in the mental health system to enable project referrals and sustainable systems change.</li> <li>• Actively contribute on internal committees and working groups.</li> <li>• Develop an understanding of local cultural perspectives on mental wellbeing, community systems and barriers to services.</li> <li>▪ Use strengths-based, culturally safe, trauma-informed approach to work with CALD young people and families, Community Connectors and Community Leaders.</li> </ul>
<b>Systems - Creating and embedding sustainable change</b>	<ul style="list-style-type: none"> <li>▪ Develop understanding of mental health and the system from the target population's perspective and use a strength and barriers perspective to co-design solutions with the community for the community.</li> <li>• Learn from community members, build their capacity to participate and support opportunities for them to inform decisions at AccessHC, to create service and system level change that removes barriers and improves consumer outcomes.</li> <li>• Consider at all stages of the project, how the outputs can influence sustainability of A2MH into the future (e.g. resources, programs, sharing relationships with target community, embed into ongoing services, build capacity amongst colleagues, opportunities for target community to join advisory committees/volunteer).</li> <li>• Build capability of staff internally based on learnings from community.</li> <li>• Reduce community-identified barriers within the service-system, iterate, test changes and share learnings with A2MH Steering Committee.</li> </ul>
<b>Evaluation and Reporting</b>	<ul style="list-style-type: none"> <li>▪ Embed evaluation, collate data and synthesise project learnings.</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> <li>▪ Coordinate data and prepare reports as required for the funding body, for management review.</li> <li>▪ Liaise with staff, community members and steering committee to obtain and present information and recommendations</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Respect, Innovation</b> and <b>Quality</b>.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Workplace Health and Safety</b></li> </ul>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• 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.</li> </ul>

Selection Criteria	
<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check (if lived/work overseas in past 10 years)</li> <li>• Working with Children Check</li> <li>• Driver's Licence</li> </ul> <p><b>Key selection criteria</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Community Engagement, Community Development, Health Promotion, Youth Work or other relevant discipline (or substantial experience)</li> <li>• Minimum of five years of experience in a Community Engagement, Community Development, Health Promotion, Youth Work, Social Inclusion and Diversity or similar role, within a not-for-profit, community health, local government or similar environment</li> <li>• Demonstrated ability to relate and work with people from diverse communities (enabling cultural safety), especially young people and community connectors</li> <li>• Experienced in project management with effective influencing skills and stakeholder management</li> </ul>	<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Able to work independently and in a team</li> <li>• High level of cultural sensitivity and respect for diverse cultures, abilities, ages, sexualities and gender identities</li> <li>• Effective time management and prioritisation skills with ability to manage and meet conflicting timelines</li> <li>• Knowledge of the mental health service sector (desirable)</li> <li>• Existing connections with diverse communities and/or organisations locally (desirable)</li> <li>• Well-developed presentation and report writing skills</li> <li>• Can work with community using the mantra of 'nothing about us without us.'</li> <li>• Desirable: First Nations, bicultural or bilingual in a community language (e.g. Chinese, Persian, South Asian, Southeast Asian).</li> <li>• Demonstrated behaviours consistent with Access Health and Community values.</li> </ul>

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- Skilled in building strong working relationships to work in partnership with community members and local organisations, drawing on learnings from community

Access Health and Community (AccessHC) is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with lived experience of mental health and/or alcohol and other drugs (AOD) challenges, and those with diverse genders and sexualities.

At AccessHC, our vision for reconciliation is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Our Reflect Reconciliation Action Plan (RAP) will contribute to achieving reconciliation. We will seek an understanding of and acknowledging histories and injustices, support the active expression of culture, build strong, trusting relationships, and apply culturally appropriate practices within our work.

We will work in partnership with Aboriginal and Torres Strait Islander peoples to create a welcoming and safe place for everyone at our services. AccessHC acknowledges the Wurundjeri Woi-wurrung people, who are the Traditional Owners of the land on which we work. We pay our respects to Wurundjeri Elders past, present, and future, and extend that respect to other Aboriginal and Torres Strait Islander people and we acknowledge that sovereignty was never ceded.

As a vaccine positive organisation, we encourage COVID-19 vaccinations and we require successful applicants to undergo a Working With Children Check, a Police Check and potentially an International Check and a NDIS Check may be required dependent on the position.

**Authorisations**

**Employee Name:**

**Signature:** \_\_\_\_\_

**Date:** / /

**Manager Name:**

**Signature:** \_\_\_\_\_

**Date:** / /

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