



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:** *Community Engagement 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 2021*

**Closing Date:** *Friday 20<sup>th</sup> September 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 severe mental health issues and with complex needs, then we want to hear from you. We have a rewarding professional part time role available, based at our Murray Bridge Office.

headspace Murray Bridge is seeking a Community Engagement Worker to join our team in Murray Bridge. The key purpose of this role is to promote headspace services in the community, to coordinate community awareness raising activities in the region, and seek to reduce stigma around mental health issues for young people. This position will also foster youth engagement with headspace and seek community feedback around service needs and gaps through the facilitation of a youth reference group and provision of psychosocial group programs.

We are looking for an applicant with a tertiary qualification in a relevant discipline, and/or extensive experience in community development, health promotion, public health, social sciences or education.

- Murray Bridge, including the surround area's
- headspace Murray Bridge

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 headspace Murray Bridge, Po Box 558, Murray Bridge SA 5253—Attention to the Operations Manager.

All enquiries can be directed to the Ms Frauke Hobbs, Operations Manager, headspace Murray Bridge, on 8531 2122 or [fraukeh@mmgpn.org.au](mailto:fraukeh@mmgpn.org.au)

**COB Friday 20<sup>th</sup> September 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/>



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## 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.mmgnp.org.au](http://www.mmgnp.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 SPECIFICATION

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<b>Title of Position:</b>	<b>Community Engagement Worker</b>
<b>Classification:</b>	<b>MMGPN EBA 2017 - HPSO 1</b> (Dependent on qualifications and experience – salary sacrifice arrangements are available)
<b>Status of employment:</b>	<b>Contract position</b> <b>(Renewal dependent upon ongoing funding and performance)</b>

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Approved by Chief Executive Officer: June 2019

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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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### POSITION SUMMARY

The Community Engagement position is to be part of the headspace Murray Bridge team. Their key purpose is to work to promote headspace services in the community and seek to reduce stigma around mental health issues for young people. This position will also foster youth engagement with headspace and seek community feedback around service need and gaps through the facilitation of a youth reference group and provision of psychosocial group programs.

The Murray Mallee General Practice Network is the lead agency for **headspace Murray Bridge**. The Community Connections Officer is employed by the Murray Mallee General Practice Network

### REPORTING/WORKING RELATIONSHIPS

The Community Engagement worker will operate within the headspace Murray Bridge service and will report to the headspace Operations Manager.



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## SPECIFIC CONDITIONS

- 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 may 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.

## STATEMENT OF KEY RESPONSIBILITIES AND DUTIES:

To coordinate community awareness raising activities in the region that:

- promotes early help seeking to improve early access to health and other services for young people who have (or may be at risk of) developing a mental health and/or substance use disorder or have economic and social recovery needs
- ensures that accessible information is provided to young people, their families and the local community to increase the capacity of young people and their community to connect with appropriate health and well-being supports at a time they are needed.
- increases community awareness of mental illness among young people, facilitate consumer participation, organise and deliver health promotion activities and special events to engage identified target populations, in conjunction with clinical staff as needed.
- assists in the production of documents and promotional material of a professional standard suitable for external communication to a variety of target audience, deliver key messages and comply with branding guidelines.
- Work with the **headspace** clinicians to ensure that health promotion messages and activities relating to youth mental well-being are consistent with evidence-based practice.
- In partnership with the **headspace** clinicians, develop an annual community engagement calendar and communicate this to the team.
- Lead the organisation of **headspace** special events such as **headspace** community events, promotional days / weeks (i.e. Youth week, Mental Health Month)

Other roles include:

- Facilitate and support the youth reference group, manage the face book page for Murray Bridge headspace.
- Identify and develop opportunities for other participatory mechanisms that encourage engagement and involvement from young people, their friends, family and carers.
- Build relationships with external service providers and report on opportunities for mutually beneficial partnerships that progress **headspace** toward its objectives.
- Represent **headspace** & MMGPN to various agencies and professional networks, the local community and young people.
- Co-ordinate and support psychosocial group programs.
- Support students in actively participating in psychosocial and community engagement activities as appropriate to their placement and under the direction of the supervising Clinician.



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### **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

### **CHILD PROTECTION**

In accordance with the South Australian Children's Protection Act 1993, the successful applicant will be required to attain and hold a current National Police Certificate prior to employment.

Murray Mallee General Practice Network require all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Child Related Employment Screening
- Vulnerable Person Related Employment Screening

The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environment

- Support the aims and objectives of MMGPN through understanding and implementation of the MMGPN Strategic Plan

### **COMPLIANCE**

- Be aware of and adhere to MMGPN's policies and procedures
- Display a commitment and passion for MMGPN Values

### **WORK HEALTH & SAFETY**

- The employee has a responsibility to protect his or her own health and safety at work, as well as co-workers & clients.
- The employee has a responsibility to abide by the organisations WH&S policies and direction as set out in MMGPN's Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work





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*and in particular, so far as is reasonable, shall:*

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give in relation to health or safety at work
- comply with work health and safety policy in the workplace
- ensure that he or she is not, by the consumption of alcohol or a drug, in such a state as to endanger his or her own safety at work or the safety of any other person at work.

### **OTHER RESPONSIBILITIES:**

- Equal Opportunities Legislation  
Promoting and implementing policies, 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

### **OTHER DUTIES AS DIRECTED.**

## **PERSON SPECIFICATION**

### **Personal Skills/ Knowledge / Experience**

#### **Selection Criteria:**

The essential experience, knowledge, skills, competencies and qualifications a person requires in order to successfully fulfil the responsibilities of the position are:

1. A tertiary qualification in a relevant discipline, and/or extensive experience in community development, health promotion, public health, social sciences or education.
2. A demonstrable passion for and commitment to making a difference in the lives of young people.
3. Demonstrated understanding of the health and wellbeing needs of young people with mental health and/or substance use problems.
4. Demonstrated ability to engage and communicate to groups of people (including public speaking), tailoring communication to suit a specific target group or age range.
5. Demonstrated ability to coordinate, implement and report on programs with some level of autonomy.
6. Demonstrated ability to use creativity and innovation in a community / project setting.
7. Sound knowledge of health promotion and social marketing theories.
8. Demonstrated highly developed oral and written communication skills, including networking.
9. Demonstrated ability to manage and prioritise a range of tasks and projects simultaneously.
10. Well developed computer skills.

## **DESIRABLE REQUIREMENTS**

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

1. Demonstrated understanding of the needs of LGBTIQ+ young people, including barriers to engagement, participation and help seeking.
2. Demonstrated understanding of the needs of Aboriginal and Torres Strait Islander young people, including barriers to engagement, participation and help seeking.



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Incumbent is obligated to refer to their job and person specification along with MMGPN's Manuals and Registers and other relevant Roles and Responsibilities statement as required.

*The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions and staff performance will be reviewed regularly.*

**End**