

## Position Description

Name	Date
<b>Position Title</b>	Social Worker Clinical Educator headspace Albury Wodonga and headspace Wangaratta
<b>Department</b>	headspace Albury Wodonga and headspace Wangaratta
<b>EBA / Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017.
<b>Classification</b>	Social and Communities Services Worker, Salary based on qualifications and experience plus superannuation 0.4 EFT, 15.2 hours per week, ending June 30 2023 unless discussed otherwise Initial 6-month probationary review and then annual performance appraisal.
<b>Primary Site</b>	Based in Wodonga or Wangaratta. Travel between sites will be required on a regular basis.  Flexible work place arrangements are available
<b>Reporting to</b>	headspace Albury Wodonga and headspace Wangaratta Manager & headspace National Early Careers Program
<b>Direct Reports</b>	headspace Albury Wodonga and headspace Wangaratta Manager & headspace National Early Careers Program
<b>Budgetary Responsibilities</b>	Nil
<b>Liaises with Internally</b>	headspace Albury Wodonga and headspace Wangaratta staff, GH Staff Members, including Business Services, Quality, Risk/Compliance and People Working Well role
<b>Liaises with Externally</b>	This position may be expected to liaise with, though not limited to the following; <ul style="list-style-type: none"> <li>• Community service organisations.</li> <li>• Health services</li> <li>• Other Not for Profit Organisations.</li> <li>• headspace National</li> </ul>
<b>Program Information</b>	<p>headspace Albury Wodonga commenced operations in January 2015, based at Gateway Health in Wodonga. headspace Albury Wodonga model brings together key organisations experienced in the delivery of primary care, mental health, alcohol and drug services, health and wellbeing and vocational education for young people. In 2018 headspace Albury Wodonga expanded its services to establish a satellite site in Wangaratta. The headspace Albury Wodonga and headspace Wangaratta consortium comprises membership from Albury Wodonga Health, Albury Wodonga Aboriginal Health Services, The Personal Group, Junction Support Services, Mind Australia, YES unlimited, NESAY, The Centre and Gateway Health as the lead agent. This strategic alliance aims to establish a community of collaborative youth services improving access for young people aged 12-25 years in the early intervention of mental health, work school and study, general health and wellbeing or and alcohol and other drug issues.</p> <p>In 2021 headspace National announced the creation of the Early Careers Program (ECP) which offers new Graduates a supported 18-month position. The Clinical Educator role has been put in place to assist Centres and new graduates by supporting</p>

	<p>the new graduates with clinical supervision and skill development in line with the structure set out by the Program</p>
<p><b>Purpose of the role</b></p>	<p>This role will assist and Centre in implementing the ECP and assist the new graduates by supporting the new graduates with clinical supervision and skill development in line with the structure set out by the Program</p>
<p><b>About Gateway Health</b></p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p><b>Vision:</b> People Living Well</p> <p><b>Our Purpose:</b> To provide care and services that connect the community and strengthened individual and population health and wellbeing</p> <p><b>Our Values:</b> Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.</p> <p>We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p><b>Our Principles:</b></p> <p><i>We <b>advocate for</b> fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We <b>respect</b> the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We <b>recognize</b> the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We <b>actively listen</b> and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We <b>believe</b> a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We <b>contribute</b> to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p>

	<p><b>Review of Position Descriptions:</b> This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p><b>Code of Conduct</b></p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> <li>• Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures</li> <li>• Maintain a high professional standard and work with integrity</li> <li>• Develop collaborative working relationships</li> <li>• Communicate with respect and tolerance</li> <li>• Maintain a client focus</li> <li>• Adopt a Continuous Improvement approach</li> <li>• Work within legislative and compliance framework.</li> </ul>
<p><b>Key Responsibilities and Accountabilities</b></p>	
<p style="text-align: center;"><b>Role Specific</b></p>	
<ul style="list-style-type: none"> <li>• Lead the development and delivery of the student placements program at headspace Albury Wodonga and headspace Wangaratta service</li> <li>• Undertake either field or clinical supervision of students on placement at headspace Albury Wodonga and headspace Wangaratta</li> <li>• Undertake clinical supervision of graduates seconded to headspace Albury Wodonga and headspace Wangaratta</li> <li>• Lead and develop individual mentorship and support to graduates around implementing the education content</li> <li>• Co-facilitate tutorial style study groups (shared among the Clinical Educator network)</li> <li>• Provide clinical supervision to students and graduates at other headspace services participating in the ECP (as negotiated between the services and the ECP team.</li> <li>• Provide clinical supervision to students and graduates at your headspace service, where an appropriate discipline match</li> </ul>	
<p style="text-align: center;"><b>People / Clinical and Administrative Systems</b></p>	
<ul style="list-style-type: none"> <li>• Coordinate student placements for the headspace service and maintain relationships with relevant universities</li> <li>• Contribute to productive and positive team meetings</li> <li>• Positively contribute to the culture and spirit of the headspace team, work environment and to GH</li> <li>• Your behaviour is congruent with organisational values, behaviours and goals</li> <li>• Establish and document the model of care and support mechanisms that enables the integration of the graduate education program into headspace Albury Wodonga and headspace Wangaratta.</li> <li>• Participate and support other Educators Community of Practice (ECP) activities as negotiated with ECP team and headspace service</li> <li>• Positively embrace and adopt change as it occurs.</li> <li>• Participate in the ongoing planning, development and implementation of Clinical Services and integration at headspace Albury Wodonga and headspace Wangaratta.</li> <li>• Collaborate with other support services and community-based activities to integrate support and provide optimal service provision across the four core streams of headspace (mental health, physical health, alcohol and other drugs and vocational/educational support).</li> <li>• Other duties as negotiated with Senior Clinician and Manager.</li> <li>• Use IT systems including Microsoft Office, Profile, hAPI, Ourspace Learning centre, Murray Primary Health Network Learning centre and connx</li> <li>• Complete the graduate program orientation and regular program content update meetings</li> <li>• Be across the program's educational content and facilitate learning challenges set by the educational program</li> </ul>	

### Compliance

- Work within the bounds of relevant external legislation/regulations (e.g. Privacy, Fair Work, OHS, etc.) and internal policies and procedures that relate to this role and the organisation.
- Represent headspace Albury Wodonga and headspace Wangaratta and Gateway Health in a professional manner, in accordance with the code of conduct.
- Adhere to all headspace Albury Wodonga and headspace Wangaratta and Gateway Health' policies and procedures, including the Code of Conduct, Clinical Governance frame Work, Clinical Practice manual and Confidentiality Agreement.
- Actively contribute to quality improvement initiatives and other program activities to meet the standards set by the Quality Improvement Council.
- Comply with all required data recording per the Health Records Act, Gateway Health and headspace National Trade Mark guidelines and Murray Primary Health Network contractual obligations.
- Adhere to Youth Affairs Council of Victoria code of ethical practice- code attached. Main principles:
  - The empowerment of young people
  - Young people's participation
  - Social justice for young people
  - The safety of young people
  - Respect for young people's human dignity and worth
  - Young people's connectedness to important people in their lives, such as family and community
  - Positive health and wellbeing outcomes for Young People
- Work within the headspace National framework of early intervention, destigmatisation, diversity, inclusion, and non-discrimination and the headspace Model of Integrity Framework (hMIF) and the National Mental Health Standards 2010.

### Personal and Professional Development

- Continually develop both personally and professionally own clinical knowledge, skills and understanding to meet the changing needs of your position, career and organisation.
- Maintain a selfcare plan
- Attended to operational management supervision and clinical supervision in accordance with the agency requirements and your professional obligations
- Attend all relevant training sessions provided by Gateway Health including mandatory training modules, ReSHen induction program and headspace National.
- Actively participate in the organisation's Performance Management System.
- Actively participate in other training and development as required.

### Technical Skills / Industry Knowledge

- As headspace Albury Wodonga and headspace Wangaratta is a cross border service prospective employees are advised that they must have their Employee "Working with Children Check" for NSW and Victoria as a condition of employment.
- Well-developed written and verbal communication skills.
- High level of computer literacy skills.
- Current Driver's Licence.
- A current First Aid (Level 2) certificate is desirable.
- The successful applicant will be required to undergo a National Police check.

### Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.

- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.
- Engage in other stakeholder engagement activities that assist in successful delivery of student placements at the service

### Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

### Key Selection Criteria

*Applicants MUST address the Selection Criteria below when completing an employment application*

#### Essential

1. Social Worker with at least three years practice experience following the completion of their degree and to be eligible for registration with the Australian Society of Social Workers
2. Previous work experience supporting Young People aged 12-25
3. Previous experience as a supervisor or mentor to Social Workers or Social Work students including relevant training
4. Ability to demonstrate knowledge of youth developmental phases and the implications for practice
5. Knowledge of common mental health and wellbeing concerns for young people and how these can be addressed
6. The ability communicate well verbally and in written for with young people, their family/carers, other staff, and other organisations providing support to young people in our community
7. Highly developed report writing skills, record keeping / data management, word processing and other computer skills.
8. Excellent skills in engaging and working with young people, including those from diverse backgrounds and/or with complex needs

#### Mandatory Requirements

1. Current Australian Drivers Licence or accepted International Drivers licence
2. Confirmation of your right to work in Australia, Satisfactory National/International Police, and Victorian and NSW Working with Children Checks must be provided prior to commencement.
3. Evidence of COVID Vaccination or Contraindication must be provided prior to commencement.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- I will comply with my contract, all policies and procedures and follow directions given.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

**Accepted by**  
(print name):

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**Employee**  
**Signature:**

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**Date:**

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