



POSITION DESCRIPTION

Position title:	Youth Mental Health & Family Violence Co-ordinator
Status:	Full time
Location:	Circular Head
Classification level:	Level 3
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	Program Manager
Date Approved:	December 2025

Position Objective

The importance of Aboriginal community and cultural inclusiveness is to be in the forefront of decision making by strengthening the emotional wellbeing of Aboriginal and Torres Strait Islander (ATSI) youth wherever possible by providing counselling, healing activities and/or other social and emotional wellbeing supports.

The incumbent must ensure the CHAC values, vision and mission is imbedded throughout their work.

This role is to raise awareness of mental health to the youth in the region and the impact it has on individual family and community level, and reduce barriers to youth accessing services.

Level of Responsibility

The incumbent is responsible to ensure the program is running proficiently in accordance with KPI's, and within financial constraints, while presenting a professional internal and public image.

This is undertaken by delivering individual case management services and providing referral pathways and delivering "Breaking the Silence Against Violence" strategic and educational activities to ATSI youth aged 12-25 years in the region.

A high level of confidentiality and integrity is required.

The incumbent is expected to work safely under general direction in the application of procedures, methods and guidelines. When solving problems of limited difficulty, they are to use knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. They are to exercise initiative to decision making and problem solving, using previously established work practices and procedures as a guide.

Supervision

The incumbent at this level works under general guidance from the Program Manager **within defined work practices and procedures** and is able to manage and plan their own work and the day to day activities with the team members working in this area.

Roles and Responsibilities

In accordance with the Funding agreement statistics, as far as practicable, engage and consult with Aboriginal and Torres Straight (ATSI) communities to ensure activities are developed, implemented, and managed in a culturally appropriate manner in line with community needs, aspirations and goals:

- Work to equip ATSI youth aged 12-25 years with tools to identify triggers and stressors impacting on their mental health;
- Provide 1:1 case management sessions which are:
 - a) Approached from a Goal base;
 - b) Referral pathways;
 - c) Individual and family emotional and physical safety identification, management and support;
 - d) Self-assessment and tools for action.
- Deliver workshops and educational sessions that provide resources to address mental health and self-care:
 - a) early intervention education;
 - b) self-assessment resources;
 - c) referral pathways;
 - d) strategies tailored to clients' needs;
 - e) encourage youth to participate with "On Country Aboriginal Cultural Awareness and Healing".
- Deliver targeted "Breaking the Silence Against Violence" workshops to ATSI youth and their families to address:
 - a) Impact of domestic violence on mental health;
 - b) actions and decision-making tools;
 - c) referral and support pathways.
- Provide targeted services for youth who support family members suffering from poor mental health to ensure they are equipped with tools to support both their family and themselves;
- Encourage youth to develop greater recognition of the positive benefits of professional and community organisation services provided;
- Ensure partnerships with other local service providers are actively maintained and utilised to ensure coordinated and integrated care for individuals and families is provided, particularly in relation to referrals and case management.
- The Health, Wellbeing and Resilience project is to provide culturally safe early intervention and prevention of mental health issues for 60 ATSI youth aged 12 – 25 in the Circular Head region.
- Program is to ensure participants will be better equipped to recognise their mental health status and act to seek assistance;
- Maintain North West Tasmania Aboriginal culture through "On Country" experiences;
- Monitor and maintain records detailing client progress from the commencement of case management until cease of service to the client;
- Provide minimum data sets to the Agency as required to report on the progress;
- Work with other services to support a client's journey to ensure integrated and seamless transitions through various parts of the health care system;
- Keep records of all referrals made or received.

Other Responsibilities

- Demonstrate and promote CHAC's vision and mission within the organisation and to external community as occasion arises;
- Comply with CHAC's policies and guidelines;
- Be abreast of Workplace Health & Safety requirements under the Act and keep own health & safety safeguards and monitor activities to remain safe and compliant;
- Maintain an active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to CHAC;
- Ensure you understand and display the requirements of the Privacy and Confidentiality policy and Privacy Act 1988 and subsequent amendments;
- Actively participate in continuous improvement through change initiatives and identification of improvements in the delivery of the program;
- Collaborate with others to achieve common goals for CHAC;
- Any other duties as required by the Program Manager within your competency.

Performance Targets and Indicators

Performance targets and indicators are included in a performance appraisal, which will be reviewed and amended as required. Key performance indicators match the PD and the Grant Funding.

Selection Criteria - Qualifications, Skills and Experience

- Understand Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people;
- Display a high standard of ethics and attitude of discretion to inspire trust and confidence and have a mature pleasant disposition;
- Be motivated and have ability to co-operate with other staff in a team environment along with building and maintaining co-operative relationships;
- Ability to work co-operatively with other professionals in related agencies;
- Experience working with the target audience, reliable and task-orientated;
- High level of verbal and written communication skills along with proficiency in the application of computer packages;
- Demonstrate a sound understanding of WH&S Act 2012 and take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons;
- Hold a related qualification; or have an equivalent level of expertise and experience to undertake the range of activities required including identifying further studies when required to competently undertake role;
- Proven time management skills are important along with the ability to work independently and in a team environment;
- COVID-19 vaccinations, a current unrestricted Drivers Licence and Police and Working with Vulnerable People clearances required.

Acceptance

The Employee

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, CHAC's Confidentiality Policy, Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my employment monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I further acknowledge that my duties may be varied from time to time.

Name: Signature:

Position: Date: