

## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Family and Friends Reference Group (Member)</b>
<b>Reporting to:</b>	<b>headspace Mildura Groups &amp; Activities Coordinator</b>
<b>Hours:</b>	<b>Sessional (Volunteer)</b>
<b>Location:</b>	<b>headspace Mildura</b>

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### About headspace Mildura

The headspace Mildura's mission is to promote and facilitate improvements in the mental health and social wellbeing of young people aged 12-25 in the Mildura and surrounding area.

headspace Mildura is a youth friendly centre that provides services across four core streams: primary health care, mental health, alcohol and other drug (AOD), and social/vocational services. The clear intention is to significantly increase the number of young people that are identified and responded to with integrated evidence-based interventions, at the earliest possible point when problems emerge.

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### Purpose of the position

The Family and Friends Reference Group (F&FRG) is a diverse group of volunteers that provide consultation and guidance to headspace Mildura staff on the engagement of, and provision of support to, family and friends of young people engaged with the service.

The aim of the F&FRG is to be an advocate for those that support and care for young people in the community and give them the opportunity to provide feedback and input into the strategic direction of headspace Mildura. The F&FRG will be involved in the development of projects in the local community and within headspace to make our services more family friendly.

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### Key Responsibilities

Working with headspace Mildura's Group & Activities Coordinator, the primary objective of the Family and Friends Reference Group member is to provide guidance that will facilitate improvements in the mental health and social wellbeing of young people aged 12-25 years within the community. This may include:

- Participating in quarterly meetings
  - Providing advice and feedback around the strategic direction and development of headspace services
  - Involvement in the improvement and evaluation of headspace services
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- Involvement in the development and delivery of community awareness projects and campaigns focused on reducing stigma and increasing mental health literacy in the local community
  - Developing projects that will increase the engagement of families in the community to better support young people in accessing headspace services
  - Representing the needs of family and friends in headspace meetings, team meetings, and consortium meetings
  - Undertaking training about headspace, youth mental health, talking to the media and other associated topics
  - Involvement in community education activities, or as a media spokesperson on the issue of youth mental health and well-being
  - Speaking at public functions or at local schools, mental health forums, conferences and the like
  - Other responsibilities as assigned by the Groups & Activities Coordinator and/or headspace Centre Manager.
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## Key Selection Criteria

- Has experience in supporting or caring for a young person on their mental health recovery journey
  - Be passionate about youth mental health and/or alcohol and other drug issues
  - Be passionate about improving youth mental health services
  - Has the ability to work in a team and participate in group discussions as well as work independently
  - Has the ability to balance personal responsibility with the demands of the F&FRG position
  - Has the motivation, willingness, and commitment to participate and respond to communications on an ongoing basis
  - Be willing to talk about youth mental health issues
  - Have easy and regular access to the internet and phone
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## Workplace Practices

All headspace Mildura employees and volunteers are required to familiarise themselves with the organisation's policies and procedures and abide by them at all times. It is further expected that employees/volunteers will:

- Be respectful towards the organisation, colleagues, clients and the general public.
- Be cognisant with and uphold the objectives and philosophy of headspace.
- Act collaboratively with all colleagues.
- Act in a safe and responsible manner.

This position requires the preferred applicant to undergo a Working with Children and Police Records Check (as *relevant to Victoria*).

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## How to apply

Further information can be obtained by contacting Sandy Guthrie, Groups & Activities Coordinator, on 5021 21400 or email: [sandy.guthrie@headspacemildura.com.au](mailto:sandy.guthrie@headspacemildura.com.au)