

## Position Description – Lantern Youth Project Officer

### Position Details

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**Location:** Based at the Moorabbin Head Office but can be required to work at the Resource Centre in Cheltenham. Some country and interstate travel may be required.

**Classification:** Conditions as per Social, Community, Home Care and Disability Services Industry Award 2010. Pay rate and level subject to qualifications and experience.

**Employment Type:** Part Time – Fixed Term Contract 9 months. Role may become on-going.

**Time Fraction:** .6

**Work Plan:** This position description should be read in conjunction with its associated Work Plan to be developed on commencement.

### Lantern

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Founded in 1992, Lantern is a community managed, community based not-for-profit organisation providing quality services and support to people with mental illness, their carers, friends, family and community.

Lantern shines light on mental health, offering hope to those affected by mental illness. Lantern focuses on individuals and their journey of recovery, which is a process of growth and development whereby people can regain control and learn to manage their illness and its impact.

Lantern is made up of key focus areas including Recovery, Reach Out Employment, Southern Professional Training and general Wellbeing and mental health promotion. The majority of the services provided by Lantern are offered free of charge for those wishing to access them.

For further information visit Lantern's website: [www.lantern.org.au](http://www.lantern.org.au)

### Our Vision

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Enabling people to create futures beyond mental illness.

### Our Values

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Hope, respect, self-determination, opportunity and innovation.

### Position Objective

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The primary objective of the Youth Project Officer is to enhance the connection of young people aged 16-25 into Lantern programs and activities. Specifically, this position will support the ongoing development, delivery and smooth running of the Blossomproject and Talking Realities programs, in addition to other programs and activities from time to time. Through the delivery of Blossomproject and its roll-out to other services and institutions, the Youth Project Officer aims to increase awareness and reduce stigma associated with mental illness and encourage help seeking and early intervention for young women with anxiety and depression. In addition the Youth Project Officer provides administration and program support to the Talking Realities program, which is supporting young parents as they undertake training and go into secondary schools to deliver presentations about the realities of being a young parent.

The Youth Project Officer will provide high level professional support to the Services Manager, Blossomproject Project Officer and CEO to ensure all youth orientated programs and activities at lantern, including Blossomproject and Talking Realities, achieve their stated aims and objectives and comply with relevant funding agreements.

The Project Officer will develop partnerships with members of the target population, as well as with other key service providers and stakeholders (both internal and external) to promote an inclusive, evidence-based, sustainable, participation focused programs that engage, assist and improve the wellbeing of young people.

### **Reporting Line**

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Reports to:	CEO, Services Manager, Blossomproject Officer
Direct reports:	Talking Realities and Blossomproject program staff
External Liaison:	Funding bodies, grant providers, educational institutions and other potential service providers.

### **Additional Information**

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- Lantern is an Equal Opportunity Employer and embraces diversity and equity across its workforce.
- Employment is subject to the satisfactory completion of a Police check and a Working with Children check.
- Prior to appointment to this position, Lantern requires disclosure of any pre-existing illness or injury which you know about and which you could reasonably foresee could be affected by the position duties as described in this position description. Failing to disclose such a condition will mean you will not be paid compensation for the condition, should a claim arise.
- A current driver's licence is required for this position.
- All Lantern staff and contractors are required to comply with Lantern policies and procedures as expressed in the Continuous Improvement System and any legislative requirements relevant to this position.
- A probation period of three (3) months applies to all positions.
- Salary packaging is available to all staff at the conclusion of the probationary period.
- Lantern staff work in partnership with the community, service users, stakeholders and carers to achieve our vision and uphold organisation values.
- Lantern provides a smoke free working environment.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities, including but not restricted to fire and evacuation, first aid and CPR, Equal opportunity, bullying and harassment training.
- Staff are expected to represent Lantern in a professional and responsible manner at all times

### **Key Accountabilities/Duties**

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1. Achieve the objectives of the position within agreed timeframes, as per the agreed work plan and budget.
2. Professionally deal with internal and external enquiries relating to youth programs at Lantern including Blossomproject and Talking Realities.
3. Run high quality training programs for Blossomproject facilitators and volunteers
4. Process applications and referrals and assess suitability in a professional manner, maintaining confidentiality at all times

## Key Selection Criteria

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The position requires professional knowledge, demonstrated experience, and strong skills in the following areas:

1. Qualifications as a Psychologist, Occupational Therapist, Social Worker, or Mental Health Nurse preferred. Experience in youth mental health.
2. Excellent verbal and interpersonal communication skills. Demonstrated ability to work well in a team and under limited supervision.
3. Demonstrated experience in engaging and working with a broad range of individuals (including vulnerable youth) and organisations (agency and community settings) to facilitate sustainable and positive working partnerships and generate opportunities
4. Proven ability to maintain confidentiality and deal with sensitive and difficult matters in a diplomatic manner.
5. Understanding and knowledge of anxiety and depression, general mental health issues and positive psychology
6. Demonstrated capacity for empathy and non-judgment
7. Proven experience in delivering group facilitation and demonstrated presentation skills
8. Willingness to travel (where required) and flexible availability to present after hours during school terms
9. Ability to recognize own boundaries and limitations
10. Demonstrated presence and ability to communicate via social media and web 2.0 technologies.

## Required Qualifications

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- Qualifications as a Psychologist, Occupational Therapist, Social Worker, or Mental Health Nurse preferred.
- Training qualification highly valued

The incumbent must also hold a current Victorian Driver's Licence and be willing to travel interstate if required

<b>Approved:</b>	Signature: Name: Title: Date:	<b>Endorsed:</b>	Signature: Name: Janet Hopkins Title: CEO Date: October 14, 2011
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**Organisational Reporting Lines  
July 2011**

