



headspace

National Youth Mental Health Foundation

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headspace.org.au

Position Description

Psychological Support Officer

Location: Melbourne

Department: **headspace** In Schools

Level: HS6

Employment Type: Maximum Term, Full time

Approved By: Kristen Douglas

Date Approved: June 2018

Agreed By: _____

Date Agreed: _____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

4. POSITION SUMMARY

headspace in partnership with the Department of Education Victoria (DET VIC) will implement a state-wide support service, specifically for Student Support Service Officers who support school communities in the area of mental health.

The Psychological Support Officer (PSO) will work under the direction of the Program Manager – Enhancing Mental Health Support in Schools (EMHSS) Victoria.

The PSO will utilise strategies such as facilitated reflective practice and psychoeducation to assist with stress management and self-care, to support and maintain mental health and improve overall wellbeing for Student Support Service Officers (SSSO).

This project will offer 100 SSSOs across Victoria the opportunity for wellbeing check in and psychological support and guided interventions. This program will support 'mild to moderate stress reactions' which arise directly from managing mental health work and incidents.

5. POSITION CONTEXT

headspace In Schools, works to promote mental health and wellbeing of all members of schools communities.

Reporting to the Program Manager - EMHSS, the PSO will work with the Training Project Officers and collaborate with other trainers.

6. KEY RESPONSIBILITIES/OUTCOMES

- In consultation with **headspace** In Schools and DET VIC, develop and implement the Psychological Support Service.
- Provide one on one support to SSSOs through facilitated reflective practice and psychoeducation to reduce the impact and long term effects of situational stress.
- To develop a resource of mental health service providers to support the SSSOs.
- To collaborate with DET VIC's representative to achieve the key deliverables and objectives of the agreed contract between **headspace** and DET VIC.
- Provide support in psychological first aid and self-care and stress management techniques strategies for wellbeing and mental health after an incidents and ongoing role management.
- Support SSSOs to access specialised mental health support services when necessary.
- Other duties consistent with the position where required and/or requested by the Program Manager - EMHSS.

7. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

7.1 Essential

- Approved tertiary qualifications in a relevant allied health discipline including psychology (clinical, counselling, educational, community and 4+2 or 5+1 pathways), mental health nursing, occupational therapy, social work, or counselling.
- Eligibility for membership of an appropriate professional body:
 - Psychologists, mental health nurses, and occupational therapists are required to be fully registered with the Australian Health Practitioner Regulation Agency (AHPRA)
 - Social workers are required to be eligible for full membership with the Australian Association of Social Workers (AASW)
- Experience in conducting supportive conversations
- 5+ years of experience in contemporary, recovery focused, evidence-based psychological interventions and counselling
- Ability to provide psychological first aid and self-care and stress management techniques strategies for wellbeing and mental health workforces

- Exceptional interpersonal, communication and organisational skills with the ability to operate effectively at a state level with a range of individuals and stakeholders across a range of sectors and settings.
- Experience in working with/in the education sector and with school leaders in relation to mental health and wellbeing.
- Proven high level written communication skills.
- Willingness and capability to travel across Victoria regularly.
- Demonstrated knowledge in the area of adult and youth mental health.

7.2 Desirable

- Knowledge and understanding of the Victorian education system
- Knowledge and understanding of critical incident response support recovery, healing, grief and loss
- Highly motivated with project management and implementation experience

8. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees 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 at all times