

POSITION DESCRIPTION

Position Title:	Coordinator – Adolescent & Young Adults Health Program
Business Unit/Department:	Paediatric Community Health
Division:	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement; Nurses & Midwives (Victorian Public Health Sector) Single Interest Employers Agreement
Classification:	Allied Health: Grade 3; Nursing: Clinical Coordinator - Grade 4 (CAPR 3)
Reports To:	<u>Operational:</u> Team Lead Paediatric Programs and Partnership <u>Professional:</u> Director of Nursing and Midwifery; Relevant discipline Manager
Direct Reports:	N/A
Date Prepared/Updated:	5 December 2025

Position Purpose

The Adolescent and Young Adults health programme provides individual and family counselling to young people and/or their family members. Counsellors in the programme also provide services and consultancy to a range of other organisations in the community who work with young people.

The Coordinator of the Adolescent and Young Adult program is responsible for the provision of a high quality individual, family and group counselling service to adolescents, young adults and their families.

The Coordinator is responsible for:

- Prioritisation of service delivery and assisting the target group to address issues that are causing them to experience stress, anxiety and depression
- Developing the integration of adolescent, young adults and family counselling services in the organisation
- Providing clinical leadership and staff supervision in the area of adolescent, young adults and family counselling
- Provide counselling to adolescents, young adults and their families
- Service development and working as a member of the multi-disciplinary counselling team to ensure the provision of best care for clients of Western health.

Business Unit Overview

Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the Brimbank Melton and Western Melbourne regions

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across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships.

The Integrated Community Health Service delivers preventative, early intervention and chronic disease management. Services operate on the social model of health and with a focus on:

- Equity and accessibility
- Effective community participation/control
- Multidisciplinary team work
- Strategies beyond individual care (group work, health promotion, community development)

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Dental
- Counselling
- Family Violence services
- Aboriginal Health Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports

Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety).

Division of Allied Health – Professional/Clinical

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care.

Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including Audiology, Clinical Psychology and Neuropsychology, Exercise Physiology, Language Services, Nutrition and Dietetics, Occupational Therapy, Pastoral Services, Physiotherapy, Podiatry, Social Work and Speech Pathology

Key Responsibilities

Individual, Family and Group Counselling services in the Adolescent and Young Adults Health Program – AYA Health Program

- Provide and co-ordinate the provision of assessment, treatment and management of clients referred for counselling to the AYA Health Program
- Co-ordinate clinical assessment as required in the AYA Health Program
- Co-ordinate and participate in the conduct of therapeutic groups in the AYA Health Program
- Provide and co-ordinate clinical supervision to staff, students and volunteers working in the AYA Health Program
- Ensure performance targets for delivery in the AYA Health Program are met
- Contribute to the establishing and maintenance of performance indicators and other quality indicators in the AYA Health Program
- Maintain quality client case files and the integrity of client case file data systems
- Contribute to and provide leadership in a range of activities to further integrate AYA and family counselling services in the organisation

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As a Member of the Counselling Team

- Participate in case allocation, review and planning meetings in order to prioritise and monitor referrals, demand management and other case co-ordination issues
- Contribute to and maintain the integrity of Western Health Intake, referral and case allocation processes
- Participate in the development planning and review processes of Western Health Counselling services to the community
- Undertake approved supervision and professional development to ensure the continued delivery of high quality services to clients and professional accountability

Information Resources

- Develop and contribute to a body of information and resources relevant to the work of the AYA Health Program and Allied Health Services
- Develop this in such a way as to be accessible and appropriate to a variety of target groups, eg. clients, Western Health staff, volunteers, students and other professionals and organisations

Service Networks and Community Liaison

- Develop an intervention, preventative, educational and health promotion focus within the framework and philosophy of Allied Health
- Establish and maintain collaborative working relationships with appropriate services and agencies in the area, in the provision of quality counselling services in the AYA Health Program to the communities of Melton and Moorabool
- Establish and maintain links, formal and informal with local community services, relevant professionals and regional and state organisations as appropriate, to ensure comprehensive and continuous care of clients

Training, Education, Research and Evaluation

- Contribute to, develop and present staff development as appropriate within Western Health
- Provide supervision to Allied Health Services staff, students and volunteers as agreed
- Contribute to, develop and present training and education to other professionals, students and community members within the framework of the priorities and work plans of the AYA Health Program, Allied Health Services and other Western Health services
- Participate in professional education and training as provided by Western Health and other organisations as appropriate
- Contribute to and develop best practice research and evaluation methodologies as part of the work of the AYA Health Program, Allied Health Services and other Western Health services

Service Planning and Administration

- To work as a staff member of Allied Health and Counselling Service adhering to Western Health Policies and Procedures
- To contribute to the development and maintenance of these procedures particularly in your primary areas of responsibility
- To provide performance indicators and other data analysis and reporting as required
- To participate in quality assurance procedures

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships**Internal:**

- Manager Paediatric Community Health
- Operational Team Leader Paediatric Programs and Partnerships
- Bacchus Marsh & Melton Allied Health and Medical Paediatric staff
- Melton Health and Community Services staff
- Members of the Western Health Paediatric Allied Health Team
- Other Allied Health, Medical, and Nursing Professionals at Western Health

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- Child & Adolescent Consultation Liaison Psychiatry Service at Western Health

External:

- Referrers
- Clients, their family and carers
- Schools and Early Childhood Education providers
- Community Service providers
- Paediatricians and Psychiatrists external to Western Health
- NDIS Services including the NDIA, ECEI partner agencies, service provider agencies.
- Family Support Services including Child First, Child Protection, and Family Violence services, etc.
- Headspace Melton
- Other relevant External agencies (as required)

Selection Criteria

Essential:

- Documented evidence of formal qualifications as identified in the qualifications section
- Demonstrated ability in clinical and practice leadership in the area of adolescent, young adults and family work/family therapy
- Demonstrated experience and leadership within a multi-disciplinary team
- Demonstrated knowledge expertise in the issues contributing to the incidence and prevalence of mental health issues for adolescents, young adults and families
- Demonstrated expertise in the delivery of evidenced based practice which mitigates against the mental health Burden of Disease for adolescents, young adults and their families
- Evidence of commitment to undertaking continuous professional development in a relevant area of expertise
- Demonstrated ability in the development of policy, research and evaluation in a relevant area of expertise
- Current Victorian Drivers Licence
- Strong computer literacy

Desirable:

- Experience in a health setting
- Experience in working in a suburban/rural growth community
- Experience in the delivery of training and professional development in a relevant area

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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