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| Position title | Young Adult Program Worker – FULL TIME, 12 month contract. |
| Location | VIC |
| Reports to | VIC/TAS Team Leader |
| Direct Reports | N/A |
| The primary purpose of the position | This is an exciting dual role for an enthusiastic Program Worker keen to develop new groups for young adults and nurturing existing GROW Groups while establishing our new GET GROWING program into the Victorian school community.  Young Adult Program Worker   * Ensure the GROW program expands, is well supported and delivers vibrant and healthy communities. * Develop and deliver GROW’s Programs including training, data collection, events and managing infrastructure * Support the development of an integrated ‘One GROW’ community by collaborating with other teams across the regions and boarders * Develop the communities (geographic and online) and leadership teams * Develop the leadership of Organiser and Recorders through support and mentoring in personal leadership development and the Grow Program * Support the developing of a caring and sharing community within GROW and with the GROW participants.   Get Growing:   * Facilitation of Grow’s Get Growing Program in schools and related agencies. * Networking, liaising with school counsellors, mental health professionals and agencies to create opportunities for Get Growing program delivery. * Ongoing development of the Get Growing program and topics relevant to young people. * Supporting young people in the understanding of the Grow program * Negotiate funding arrangements with schools including applying for grants and assisting in fundraising activities. * Contribute to the delivery of outcomes according to Branch Plan as part of broader Organisational strategic plan. |
| GROW Teams | * Staff Team, Network of Get Growing Workers |

**ABOUT GROW**

GROW is a national community-driven organisation specialising in mental health support developed from the lived experience of recovery. Our programs are designed for people to take back control of their lives, overcome obstacles and start living a life full of meaning, hope and optimism. GROW offers the opportunity for people to share challenges and solutions for recovery in a supportive and structured way within the context of a caring, sharing community.

**Our Vision**

Grow is the premier provider of intentional peer to peer support to promote hope, mutual help, and recovery for good mental health for people throughout Australia.

**Grow Mission**

To enable people and communities to grow, recover and maintain good mental health.

**Our Values**

Personal responsibility, Personal value, Mutual respect, Friendship, and Community.

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| **KEY ACCOUNTABILITIES** | **RESPONSIBILITIES** |
| **GET GROWING** | |
| **Project Management** | * Networking, liaising with school counsellors, mental health professionals and agencies to create opportunities for Get Growing program delivery * Develop schedule and plan for delivery of programs and completion of all data requirements * Facilitation of Grow’s Get Growing Program in schools and related agencies. * Ongoing development of Get Growing program and topics relevant to young people * Ensure activity data is accurate, collected and submitted in a timely way to funders and Grow Teams * Negotiate funding arrangements with schools including applying for grants and assisting in fundraising activities. |
| **Operations and Systems** | * Ensure outreach database is kept up to date. * Work collaboratively with Manager and NSO to develop and maintain Get Growing specific procedures. * Collect and collate all data required for reports to the funder for submission by the Manager. * Collect and collate all data required for reports to Grow Teams for submission by the Manager. * Work within budget constraints and be accountable for any income and costs. Assist to gather information in the development of the budget. |
| **Relationship Management** | * Establish links, collaborate and develop close working relationships, partnerships and networks with external key stakeholders including funders, peak bodies NGOs and government services in consultation with the Manager. * Promote Get Growing Programs within the local community through purposeful outreach, education programs, involvement in network groups, and participation in public events. |
| **GROW PROGRAM** | |
| **Leadership Development** | * Support GROW leaders to encourage, animate and develop the leadership from within their community. * Encourage and enable GROW’s consumers to participate in group support, training activities and social activities. * Provide direct support, coaching and mentoring to Grow Program Organisers in the development and maintenance of a caring, sharing community. * Encourage and enable GROW participants to participate in community outreach including orientation groups. * Provide training to GROW’s Program participants in collaboration with consumer teams. |
| **Intentional Community Development** | * Build intentional peer to peer support in all GROW programs including Grow Program, Get Growing, Young Adults, Growing Resilience, and other services as developed. * Empower GROW’s Organiser and Recorder Teams in the running of regional activities and community building. * Support interregional, intraregional and intrastate community-building activities. * Provide support to the Organiser and Recorder Teams and ensure access to timely, quality information. * Provide ongoing training to ensure all members can confidently undertake their roles. * Provide regular mentoring and support to the Group organisers and ensure dependency on staff is not enabled. * Ensure all volunteers have the skills and access to development that enables them to undertake their roles skillfully and efficiently. |
| **Program Delivery** | * Deliver a range of GROW programs including early intervention and recovery programs for people of all ages and diversity using digital and face to face methods. * Deliver GROW’s Programs including training, data collection, events and managing infrastructure. * Support groups to activate intentional peer to peer support and the four essential features of the Grow Program – the 12 Step Program, the Group method, a Caring and Sharing Community, and an organisational structure. * Undertake planned outreach to recruit new participants and gain support from referrers. |
| **Service Delivery (Were required)** | * Liaise with the broader community through purposeful outreach, involvement in network groups, and participation in public events to promote GROW’s Programs. |
| **Safety** | * Provide and maintain a safe work environment for all stakeholders. * Ensure all policies and procedure are implemented. * Ensure all GROW leaders are educated in policies, procedures, and responsibilities. * Actively participate in and contribute to workplace quality improvement activities. * Receive complaints from participants and work with the appropriate teams to resolve them. |
| **Service Excellence** | * Demonstrates a working knowledge of GROW's workplace health & safety policies and guidelines. * Ensures safety of self and others in work environment Comply with all relevant legislation, regulations and policies and procedures, including Code of Conduct and workplace health and safety standards. * Work within delegations of position. * Maintain confidentiality of information about GROW clients, carers, and GROW. * Demonstrate high standards of personal and professional behaviour. |
| **Professionalism** | * Responds to internal and external clients in a timely helpful and courteous manner |

About You To be successful in this position you will have:

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|  | **Required** | **Highly desirable** |
| **Qualifications** | * Relevant qualification and experience concerning the Project and role. This may include tertiary qualifications in Mental Health, Youth Services, or Peer Support Group Work/Community Development, and Training, with a minimum of Certificate IV. | * Demonstrated ability to work within a vibrant caring team. * Demonstrated a high level of verbal, written and interpersonal communication skills. * Demonstrated ability to manage time effectively and carry tasks through to completion. * Demonstrated understanding of continuous quality improvement. * Experience in the maintenance of good working relationships with other providers and funders and key stakeholder |
| **Experience** | * Experience in working with vulnerable youth * Experience in facilitating small groups * Sound knowledge of issues young people are facing and the impacts on their mental health * Experience in Peer Support and working with young people * Demonstrated knowledge, understanding and practice of Grow Program/Get Growing or willingness to acquire same. * Demonstrated ability to work independently, planning to manage and delivering services using good time management and working inside the budget. |
| **Additional mandatory requirements** | * Child safe environments qualification * Intermediate skills in Microsoft Office Suite and demonstrated ability to learn further computer programs as required. * A Police Certificate is required following relevant legislation and Grow policy. Where applicable, additional state and federal government screening may be required including working with children checks. * Current Driver’s License. * Current First Aid Certificate. * Evidence of Australian citizenship or current working visa. |

**EMPLOYEE DECLARATION**

I have read and understood that the statements are a description of the functions assigned to my position.

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| **Applicant/ Employee Name** | **Signature** | **Date** |