



Make a difference by joining and leading the team at headspace Swan Hill.

MANAGER

The primary purpose of the Manager position is to lead, develop, implement and manage the operations and future growth of headspace Swan Hill. The successful candidate will be a highly motivated and capable person who will facilitate excellence in delivering integrated, holistic early intervention youth mental health services. The goal ultimately to improve the outcomes for young people, their family and friends, and the headspace Swan Hill Region.

For more information, access the **Position Description** and material on **How to Apply** at headspace.org.au/swanhill or www.shdh.org.au.

This is a **full time ongoing position**

Salary: \$96,205 - \$121, 477 per annum (salary range for relevant classifications, salary dependent on qualifications and experience).

Any enquiries? Please contact Jann Barkman,

Senior Mental Health Manager 03 50339880
jbarkman@shdh.org.au

Applications close April 17th 2025.

Swan Hill District Health is the Lead Agency for headspace Swan Hill.

headspace National Youth Mental Health Foundation is funded by the Australian Government Department of Health through Murray PHN.



Swan Hill
District Health
Connected Care. Best Experience.



Position Description

Headspace Swan Hill Manager

Location	Swan Hill
Classification	<i>Salary in accordance with the appropriate Enterprise Bargaining Agreement.</i> Psychologist (Grade 2 Year 4 or Grade 3), Accredited Mental Health Social Worker (AHP1 Grade 3), Occupational Therapist (Better Access to Mental Health endorsed) Worker (AHP1 Grade 3), Credentialed Mental Health Nurse or other relevant mental health discipline. <ul style="list-style-type: none">• Victorian Public Health Sector (Psychologists) Enterprise Agreement 2017-2021• Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2021
Salary	\$96,205 - \$113,911 per annum (dependent on relevant classification)
Hours	Full time, 40 hours per week (1.0 FTE) Hours of Work 9.30am - 6.00pm Accrued Day Off each four weeks
Term	Ongoing (linked to program funding)
Reports To	Swan Hill District Health Mental Health Senior Manager

POSITION SUMMARY

The purpose of the Manager position is to lead, develop, implement, oversee and manage the operations, and the future growth of Headspace Swan Hill. The successful candidate will be a highly motivated and capable person who will facilitate excellence in integrated, holistic early intervention youth mental health services, with the goal of improving outcomes for young people, their family and friends, and the wider region surrounding Swan Hill.

The Headspace Swan Hill Manager will have a comprehensive understanding of the [detailed criteria for the application of the clinical staging model of youth mental health](#) and lead the [application of this model](#) in supporting young people and the community. The manager will be responsible for establishing and maintaining relationships with a range of strategic stakeholders to ensure the delivery of integrated youth mental health services. All activities are in accordance with the direction provided by the Headspace Grant Agreement, Headspace Trademark Licence Deed and Swan Hill District Health.

To find out more about Headspace Swan Hill and Swan Hill District Health visit headspace.org.au/swanhill and www.shdh.org.au.

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KEY RESPONSIBILITIES

Leadership

- Lead, oversee and evaluate implementation of the [headspace Model](#), ensuring integrated service delivery to young people and their family and friends.
- Communicate, promote and progress the vision and values of headspace Swan Hill amongst consortium partners and the broader community.
- Represent headspace Swan Hill in network meetings and at events, conferences and seminars.
- Engage relevant sectors and partners to deliver an integrated model of care, promoting multidisciplinary team work and participation in the headspace program at a local level.
- Convene various meetings and committees associated with the program, organise and participate in meetings, including preparation of headspace Swan Hill Consortium Meeting agendas, minutes, papers and correspondence.
- Provide leadership and support to team members in the delivery of their responsibilities.

Management

- Oversee the day to day operation of headspace Swan Hill.
- Lead the recruitment and selection of any new staff (including private practitioners) and ensure they are orientated to the policies and procedures of headspace Swan Hill and Swan Hill District Health.
- Coordinate the contributions of Consortium partners to headspace Swan Hill in line with the Consortium Memorandum of Understanding and Service Level Agreements.
- Manage and supervise staff, monitor staff performance and development, and address staff performance issues effectively according to Swan Hill District Health policies and procedures.
- Develop and maintain a private practitioner workforce and ensure that any difficulties are identified and resolved to maintain the sustainable and ongoing delivery of their services.
- Participate in and support other members of the headspace Swan Hill Team to participate in programs, education and training, and other opportunities offered by Swan Hill District Health and headspace National Office.
- Shape and structure a working environment that is conducive to high productivity, where all staff understand what is expected of them and how their efforts contribute to organisational success.

Business Management

- Work with Swan Hill District Health senior management, Murray PHN (funding body), Consortium partners and headspace National Office to ensure deliverables and key performance indicators are achieved.
- Manage the headspace Swan Hill funding agreements and contracts and their deliverables including managing the headspace budget and compliance with performance and financial reporting requirements.
- Initiate appropriate processes, structures and quality improvements that ensure the efficient and effective operations of headspace Swan Hill.
- Work in conjunction with Swan Hill District Health to oversee and maintain the payments of financial accounts.
- Ensure there is financial responsibility and accountability in all areas of responsibility.

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Quality and Safety

- Oversee the work practices of headspace personnel to ensure that work is carried out in a safe and sustainable manner, adhering to occupational health and safety (OH&S) requirements.
- Oversee data collection and compliance with relevant datasets.
- Implement and oversee the application of risk management policies and procedures appropriate to youth mental health services.
- Respond to, provide leadership and support staff during critical incidents and high risk situations.
- Oversee feedback mechanisms to ensure that feedback is regularly sought from headspace users and that any complaints are handled in accordance with Swan Hill District Health policies and procedures.

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent **headspace** to the public, community, government and other organisations.

Reports To	Swan Hill District Health Mental Health Senior Manager
Internal Relationships	headspace Swan Hill staff Swan Hill District Health staff Youth Reference Group members
External Relationships	Young people and their family and friends headspace Swan Hill Consortium Members headspace Swan Hill Consortium in-kind staff Local youth, health, and community service providers and staff headspace National Office staff Staff from other headspace centres

KEY SELECTION CRITERIA

Applications must include all of the following:

1. a cover letter,
2. résumé,
3. responses to each key selection criteria under *Specialist Expertise, Knowledge and Skills*, and *Personal Qualities*, and a
4. completed [Swan Hill District Health Application for Employment Form](#) (below).
5. Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.

headspace Swan Hill uses the Victorian Public Service Employment Capability Framework to assess roles and the capability of candidates. In preparing responses to the Key Selection Criteria candidates should access the framework ([click here for the Capability Framework and for more information on the “Levels” required](#)).

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Specialist Expertise

- Managerial experience and relevant tertiary qualifications in youth mental health or health administration.
- Experience as a mental health clinician and knowledge of youth mental health issues in a community setting (desirable).

Knowledge and Skills (all at Level C or above)

- Influence & Negotiation - uses chains of indirect influence to achieve outcomes e.g. 'gets A to B so B will influence C'. Involves experts or third parties to strengthen a case.
- Problem Solving - analyses issues from different perspectives and draws sound inferences from the available information. Implements solutions, evaluates effectiveness and adjusts actions as required.
- Resource Management - monitors use of resources and expenditure against budgets, plans for and manages risks. Targets resources in line with identified needs and strategic objectives.
- Leadership - build team commitment and motivation through targeted strategy and objectives for area of responsibility.

Personal Qualities

- Relationship Building - establishes and maintains productive and supportive relationships with a diverse range of stakeholders relevant to the youth mental health sector.
- Drive and Commitment - enjoys a vigorous and dynamic work environment with a demonstrated capacity to drive continuous improvement.

WORKPLACE POLICIES AND PRACTICES

All Swan Hill District Health employees are required to familiarise themselves with the organisation's policies and procedures and to abide by them at all times.

Our Purpose:

Connected Care / Best Experience

- SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.

Continuous Quality Improvement:

- Each placement student is expected to demonstrate a commitment to best practice.
- All placement students shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.
- All placement students will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.
- It is the responsibility of every placement student to be familiar with Health Service-wide and specific Department Policies and Protocols
- We recognise diversity is part of every person and as such providers of health care must be actively involved in developing models of care that are person centred.

Person Centred Care:

The Health Service supports in its values the philosophy of Person Centred Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care. Recognise diversity is part

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of every person & as such providers of health care must be actively involved in developing models of care that are person centred.

Infection Control:

- Each placement student has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.
- The risk minimisation strategies are to be supported by all placement students adhering to the Infection Control Manual policies, procedures and guidelines.

Privacy and Confidentiality:

SHDH is committed to protecting young people, their family, friend and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.

Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.

Child Safety:

All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.

SHDH have zero tolerance to child abuse.

Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.

Mandatory Training:

All employees must be aware of and complete designated mandatory training within the required time frame.

Safety:

It is the responsibility of every placement student to:

- Take reasonable care for their safety and the safety of others while at work.
- Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.
- Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.
- Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.
- Complete all Mandatory training requirements as identified and directed.
- Comply with the Occupational Health and Safety Act and all SHDH OH&S online Policies and Procedures.

Other Requirements:

The position holder will:

- Maintain a current Working with Children Check and National Police Check**.
- Maintain a current driver's licence.

** Evidence must be provided prior to appointment.

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SWAN HILL DISTRICT HEALTH AND SWAN HILL

For more information about life in Swan Hill [click here](#).

Further enquiries

To find out more about this position, please direct your enquiries to _____, Swan Hill District Health, Mental Health Senior Manager on 03 5033 9____ or _____@shdh.org.au.

First Nations

Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.

Approved by:

Date Approved:

August 2022

Manager's Name:

Manager's Signature:

Employee's Name:

Employees Signature:



Position Applying for:	
How did you hear about this vacancy?	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

First name:		Last Name:	
Date of birth:		Country of birth:	
Postal Address:			
Contact	Phone	Email	
Are you of Aboriginal/Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <i>(This question is voluntary)</i> Do you wish to be identified under this category? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you an Australian Citizen or Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Grant/...../..... If no, what is your current Visa Status – Visa type _____ Expiry date/...../..... Place/Country of issue: _____ Issue Number: _____ Do you require sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<u>PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION</u>			

Conditions of Employment
Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for: Initial employment is subject to: <ul style="list-style-type: none"> • 6 months' probationary period (<i>with a review at 3 months.</i>) • Requirement to work any shift • Requirement to work in any department as required Hours of Work – <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term Alternatively, please state availability:

Discipline/Misconduct
Have you experienced discipline or misconduct action at any previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please provide details:

Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Do you have a current Police Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Do you have a current Employee Working with Children Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

Enquiries can be directed to: Recruitment Services P: 03 5033 9499, E: employment@shdh.org.au

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Resume
- Qualification evidence or supporting documentation
- Visa Detail (if relevant)