

**POSITION DESCRIPTION – Community Engagement Worker – Gamble Awareness Program****Part 1 – Expectations for Your Role**

Position	Community Engagement Worker – Gamble Awareness Program
Service / Program	Youth Mental Health Alcohol and other drugs
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 3
Reports to	Service Manager Each Port Macquarie
Effective Date	March 2025

Key Deliverables

- Assist in maintaining websites and utilising social media to develop opportunities for youth engagement and service promotion of Gamble Aware Program
- Assist with the development, implementation and evaluation of the headspace Community Engagement Gamble Aware Program in conjunction with the Community Centre Manager and Engagement Coordinator
- Create posters, flyers, agendas, minutes and reports as required to support the Community Engagement Gamble Aware Program
- Develop, plan and implement youth-led events and projects to meet community needs with an emphasis on Gamble Aware
- Assist in the delivery of community-based help seeking and mental health literacy education sessions incorporating Gaming and Gambling information and education within education settings and community groups
- Assist in the organisation and delivery of relevant community events and activities including headspace National Campaign activations, and important mental health awareness days/weeks with a primary focus on Gamble Aware promotion/ education
- Assist with the development, implementation and evaluation of the headspace Community Awareness and Engagement Plan in conjunction with the Community Engagement Coordinator and Centre Manager team with the focus on Gamble Aware and outcomes of program
- Keep up to date with relevant youth sector trends, gaps and information
- Participate in relevant training and development activities as an effective team member. Also attended relevant training and education offered by Gaming and Racing
- Participate in line management supervision including Individual Performance and Development Planning
- Report all client and staff incidents in accordance with Each's policy and Procedures
- Provide reports as required by Each.
- Undertake additional duties during staff absences within reason and acquired competencies
- Other duties as negotiated with headspace senior staff.



Skills

- High level of social media marketing skills including the ability to create and implement a strong social media marketing strategy that includes creating, editing and scheduling relevant and targeted content in accordance with relevant branding guidelines relating headspace and Gamble Aware
- Creative and skilled in multimedia content creation, ensuring high quality visuals that captivate target audiences (shooting content, video editing, graphic design etc.)
- Well-developed skills in youth engagement and participation
- High level of confidence in preparing, leading and delivering education to young people
- Highly developed interpersonal, verbal and written communication skills
- Excellent time management and organisational skills
- Ability to work autonomously and as part of a team
- High level of computer literacy in Canva Pro and MS Office applications (Word, Excel and Outlook)
- Exceptional ability to engage and communicate to groups of people, tailoring communication to suit a specific target group or age range.

Experience and Knowledge

- Strong understanding of social media metrics and how to turn insights into actionable improvements. Ability to create paid advertisements within budget relating to gamble Aware.
- Strong knowledge of youth mental health issues and a commitment to using social media as a tool for promoting mental well-being and reducing stigma.
- Ability to seek and maintain positive stakeholder relationships and work collaboratively with all stakeholders i.e. young people, local community, government agencies and media outlets
- Demonstrated experience coordinating and facilitating youth programs, events and activities within a community setting relating to Gamble Aware
- Demonstrated experience working with young people with mental health, alcohol and other drug or social issues
- Demonstrated understanding of the challenges and experiences of young people from diverse backgrounds including young people who are culturally and linguistically diverse, Aboriginal and Torres Strait Islander, and LGBTIQIA+ youth.

Qualification/registrations/licences (*Mandatory only*)

- Minimum Cert IV in a relevant field
- Completion of a Criminal History Check
- Employee Working with Children Check (or State equivalent)
- Current state-based driver's license

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally for recruitment and onboarding activities.



POSITION DESCRIPTION – Employee
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement. We care. We listen. We learn. We deliver – Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

Each employee is responsible for their health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment



Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).

Expected Behaviours for ALL Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensures Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.