

ROLE DESCRIPTION

Role Title:	Manager, Community Trauma
Role reports to:	Program Director
Role Created/ Reviewed Date:	May 2020
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context. Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

Emerging Minds is partnering with Beyond Blue who is leading a national bushfire response program for early learning services and schools affected by the 2019-2020 bushfire crisis.

The focus of the Program is to provide intensive support to schools and early learning services who were impacted by the bushfire crisis – the Program will offer on-the-ground support via 25 new Be You 'Contact Liaison Officers'. While support will be tailored to the needs of each individual community, the program offers three key elements, which include:

- Trauma training for educators and community members
- Recovery planning
- Service mapping of local mental health support services.

As a program partner, Emerging Minds will:

- Offer oversight, leadership and guidance of the trauma informed resources, training and information to early learning services, schools and community
- Lead regular trauma training, upskilling and support to the Contract Liaison Officers for the duration of the contract
- Manage the trauma training events (namely online) for educators (early learning services and schools) and community (including families)
- Ensure active engagement in the ongoing monitoring and review work of the Program Management and Steering Group teams.

ROLE CONTEXT

Primary Objective(s) of role:

The Manager, Community Trauma will lead the development and delivery of trauma training to the Contact Liaison Officers and provide information to early learning services and schools taking part in the Bushfire Response Program. The Manager, Community Trauma will work in close collaboration with the Program Director, Organisational Managers and BeYou Bushfire Response Program Management Team. The Manager, Community Trauma will be accountable to the Program Director for the success, accountability, and implementation of their portfolio.

Direct Reports:

- N/A

Key Relationships/ Interactions:

Internal

- Reports to the Program Director.
- Member of Leadership Group

External

- BeYou Bushfire Response Program Team
- BeYou 'Contact Liaison Officers'

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions:

- An Australian citizen or resident with the right to work in Australia.
- Some out of hours work, including intra and interstate travel will be required (subject to COVID-19 restrictions being lifted). Overnight absences will be required on a regular basis. The employee must be willing to fly.
- The appointment is subject to the provision of a current National Police Certificate and a Child Related Employment Screening.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties.

- Appointment to this position is subject to a 6-month probationary period.
- The incumbent may elect to work in any of our interstate offices, which include Adelaide, Melbourne, Brisbane or Sydney. Given the current Pandemic the incumbent may also be required to work from home.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Management and Leadership	<ul style="list-style-type: none"> • Operate under broad direction and with high levels of independence and accountability to ensure the achievement of portfolio outcomes within contract timelines and budget constraints • Refinement of the Program strategy in partnership with the Be You team, bringing insights and expertise in trauma • Contribute to initial implementation activities and planning related to trauma information and resources e.g. capacity building, implementation resource development and guidance on integration of resources • Support learning, development, creativity, innovation and honesty within a multi-agency team.
Workforce Development.	<ul style="list-style-type: none"> • Support the development and delivery of trauma training to the Contact Liaison Officers and provide information to early learning services and schools taking part in the Bushfire Response Program • Support the synthesis of key data and evidence to inform workforce development products and resources. • Develop a calendar of trauma training/ information events for staff, educators, and community) • Develop an implementation plan of trauma training (with reference/ incorporation of the Community Trauma Toolkit) specific to delivery and implementation of the Be You Bushfire Response Program • Develop an implementation manual for Contact Liaison Officers, specific to trauma
Stakeholder Engagement	<ul style="list-style-type: none"> • Develop and maintain strong collaborative relationships with key stakeholders and members of the community to ensure that their experience is included in the development of trauma training and resources • Identify and build relationships with key stakeholders and promote collaborative partnerships to enhance existing activities and the development of new initiatives. • Gather and analyse information from key stakeholders to proactively identify and address emerging issues that may impact on the objectives of the program.
Continuous Improvement	<ul style="list-style-type: none"> • Support a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs



Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications	<ul style="list-style-type: none"> An appropriate degree level qualification in health, behavioural or social sciences.
Management Skills	<ul style="list-style-type: none"> Proven experience in planning, leading and managing projects of a complex nature. Significant experience in working collaboratively with national programs and professional groups to develop and evaluate resource materials for a wide range of professionals. A successful record of partnerships with individuals with lived experience of trauma and mental health difficulties. Previous proven experience in being able to meet agreed outcomes within timelines whilst working independently. Extensive experience in the initiation and evaluation of mental health prevention, promotion and early intervention strategies. Demonstrated experience in liaison with a wide range of jurisdictions. Experience working in a response to bushfire crisis or similar traumatic event
Communication and Interpersonal Skills	<ul style="list-style-type: none"> Demonstrated ability to provide a high-quality consultancy and advisory service to management, staff and external bodies and to establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature. Strong ability to communicate, both verbally and in writing, to a wide range of people across national jurisdictions on a range of sensitive and complex issues. High level ability to present on web-based platforms, public forums and conferences on trauma practices, evidenced base and strategies to support improved mental health outcomes for infants, children and their families.
Organisational Skills	<ul style="list-style-type: none"> Demonstrated high level experience in accomplishing the objectives of a complex project/s utilising high levels of initiative. Demonstrated understanding of quality improvement and implementation to support practice change Demonstrated high level ability to develop and implement constructive and innovative practices and procedures to assist and facilitate the achievement of organisational goals. Demonstrated high level ability to translate evidence based knowledge to inform context based and sector workforce practice. Proven ability to determine priorities, meet tight deadlines, and produce high-standard work under pressure.
DESIRABLE CHARACTERISTICS	
Qualifications	<ul style="list-style-type: none"> A post graduate level qualification in primary health care, public health or population health.
Attributes/Experience	<ul style="list-style-type: none"> Specialised knowledge in the area of mental illness prevention, mental health promotion and early intervention as it relates to children. Demonstrated understanding of the social determinates of health. Demonstrated understanding of the intergenerational impact of colonisation and trauma; in particular, Aboriginal and Torres Strait Islander peoples.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with the role and organisational context as described within this document.

Name:

Signature:

Date: