**Position Description**

**headspace Melton Community, Families and Friends Advisory Committee (C/FAC) Member**

**What is the C/FAC?**

The C/FAC is a diverse group of volunteers who provide consultation and guidance to **headspace** Melton staff around the needs of family members and young people. Members of the C/FAC are drawn from the Melton community and surrounding areas and are people who have experience in caring and/or supporting a young person between the ages of 12-25 years. Along with the Youth Advisory Committee (YAC), the C/FAC assists with guiding the strategic direction of **headspace** Melton. This includes providing suggestions to the consortium on the best methods of engaging the family and friends of young people and young people themselves. The C/FAC will also be involved in the development of projects in the local community.

**Member Qualities**

**As a group:**

* All members will be either currently or have previously supported a young person between the ages of 12-25
* The group will include individuals of different ages and genders
* There will be Aboriginal and Torres Strait Islander representation
* Representation from different cultural and language backgrounds that are reflective of the diverse cultural makeup of Melton and surrounding areas
* A broad range of life experience, including LGBTQIA+, experience of homelessness, a history of mental health difficulties and drug and alcohol difficulties.
* Representative of different organisations and services within the Melton Community

**As an Individual it is important to have:**

* An interest and passion for supporting young people with difficulties in areas such as mental or physical health, drug and/or alcohol, vocational/educational, and/or homelessness
* An interest and passion for supporting friends and family members of young people who access **headspace** Melton’s services
* The ability to think about the big picture
* The ability to work in a team and participate in group discussions and, to work independently
* Motivation, willingness and commitment to participate on an ongoing basis
* The ability and confidence to communicate their own ideas, but also listen and work with the ideas of others
* The time to commit to monthly meetings.
* Easy and regular access to the internet and phone

**Responsibilities**

* Provide feedback around the strategic direction and development of **headspace** Melton services
* Ensure that **headspace** Melton’s family inclusiveness model is being upheld
* Provide feedback and advise about the infrastructure of services in the Melton Area and how they can be further developed
* Be involved in the development of, and participate in, community awareness projects and campaigns focused around reducing stigma and increasing mental health literacy in the local community
* Represent and advocate for the needs of family and friends in **headspace** leadership meetings, team meetings, and consortium/partnership meetings
* Undertake training about **headspace**, youth mental health, and other associated topics
* Network with representatives from organisations and services in the Melton Area to improve family inclusiveness in the community
* Assist in the development and production of resources for friends and family that will provide interim support

**Time Commitments**

**headspace** Melton C/FAC may meet as often as once a month. The frequency, duration and dates of C/FAC meetings will be discussed and reviewed with members of the C/FAC and be dependent on members’ availabilities and current commitments. All C/FAC members are required to regularly attend scheduled meetings and need to attend at least 6 meetings each calendar year.

**headspace** Melton C/FAC membership tenure is for 12 months. After 12 Months, C/FAC members can re-apply for an additional year of membership.

In between face to face activities and community events, the main point of contact will be via email. C/FAC members are expected to keep in regular contact with both the **headspace** Melton Community Awareness and Engagement Worker, the Centre Manager and fellow C/FAC members.

**Benefits**

* Meeting other members of the community who are passionate about youth health and well-being
* Providing direct input into the development of the Melton and surrounding areas Communities
* Training in mental health, alcohol and other drugs, media and, where possible, other areas of interest to you.
* Developing a range of skills including working in groups, working as part of the **headspace** team and representing the needs of families and friends supporting young people who are accessing **headspace** Melton’s services.

**Reimbursement**

**headspace** Melton C/FAC members will be provided with the necessary resources required to fulfil their roles and responsibilities as a C/FAC member.  They will be provided remuneration for travel expenses.

**Please direct any questions regarding the role or application process to Luke Hartley – Community Awareness and Engagement Officer P:8065 5600  
M:0466 851 086 E:LukeH@headspacemelton.org.au**

**Application Form**

**headspace Melton Communities/Families and Friends Advisory Committee (C/FAC) Member**

**How Can I Get Involved in the C/FAC?**

Complete the application form and email it to [**lukeh@headspacemelton.org.au**](mailto:lukeh@headspacemelton.org.au) or [**contact@headspacemelton.org.au**](mailto:contact@headspacemelton.org.au)

APPLICATIONS CLOSE ON FEBRUARY 22nd 2019.

If you have any questions, please call Luke on 0466 851 086 or 8065 5600

We’ll be in touch shortly after the closing date to inform you if you have been offered an interview.

**Personal Details**

**Name**

**Phone**

**Email**

**Address**

**Date of Birth**

**Gender**

**Name**

**Phone**

**Email**

**Address**

**Date of Birth**

**Gender**

What languages do you speak at home?   
  
  
Where were you born?

Could you please tell us a little bit about your cultural background and heritage?

Are you from a rural or remote area?

Have you or someone you know experienced or are they currently experiencing problems with mental health,  
Alcohol and Other Drugs or homelessness?

**About You**

**Please tell us a bit about yourself, such as your hobbies, what you do with your time, your professional history and anything else you’d like to share**

**Could you please tell us why you are interested in joining the headspace Melton Community, Family and Friends Committee? Why do you think a group like the C/FAC is important?**

**What experience do you have supporting a young person between the ages of 12-25? This can include a child, family member, friend or through your work/ volunteering experience**

**What Skills and Ideas do you think you can bring to the headspace Melton C/FAC? What is a goal you would like to achieve in the C.FAC?**

**What areas of health and well-being, relevant to supporting family members and friends of young people, are of most interest to you?**

*Please circle or highlight*

**General health Mental health Sexual Health & Relationships Disability**

**Family / Carers Homelessness Alcohol/ Drugs Education & Training**

**Same Sex Attracted /Gender Questioning Refugee / Settlement / Cultural Diversity**

**What sort of headspace projects and activities would you like to be involved in or see happening?**

*Please circle or highlight*

**Organising Events Education in Schools Community Education**

**Creation of Resources (Brochures, Newsletters) Public Speaking**

**Is there anything else you would like to tell us?**