

# eat



*Promoting peaceful relationships with food and body image*

## **Job Description** **Youth Coordinator**

**Start Date** 13 July 2010 (negotiable)

### **Organisation Context**

The Eating Awareness Team (EAT) is a community-based organisation that provides counselling, support and information services to individuals affected by food and body image issues, including specific eating disorders, and to their families and friends.

EAT also provides community education, delivering prevention and awareness-raising programmes as well as professional training to a range of organisations.

EAT is registered with the Charities Commission and is an Incorporated Society.

EAT is currently governed by a collective including both volunteers and staff.

EAT is contracted by the Canterbury District Health Board (CDHB) to provide a community-based eating disorder service.

In addition, EAT is supported by various funding agencies, and also operates its own fundraising ventures.

### **EAT Mission Statement**

EAT is a community based collective working with a holistic approach for the self-empowerment of individuals dealing with food and body image issues.

EAT recognises that food and body image issues are influenced by the personal and social reality of living in a culture that defines and limits individuals by their size.

EAT actively promotes healthy attitudes to food and self-image in Aotearoa/New Zealand by encouraging self-acceptance, regardless of size.

### **Position Summary**

Overall responsibility for the provision of services to clients up to 25 years of age (and their families) in the area of food and body image issues and eating disorders. Development and delivery of educational programmes for young people.

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|--------------------------|--|
| <b>Reports To</b>        | EAT Collective   |
| <b>Key relationships</b> | <p>EAT Adult Counsellor</p> <p>EAT Administration and Funding Staff (2)</p> <p>EAT Collective, including staff and volunteers</p> <p>Clients and their families and friends</p> <p>Professional colleagues outside EAT</p> <p>Schools, guidance counsellors and other organisations or individuals utilising EAT's services</p> <p>Contract Manager, Planning and Funding Mental Health Team, CDHB</p> <p>Other funding agencies or their representatives</p> <p>Counselling placement students</p> <p>Professional supervisor</p>   |
| <b>Hours of Work</b>     | Negotiable up to thirty hours over the working week  |
| <b>Hourly Rate</b>       | \$25 per hour  |
| <b>Annual Leave</b>      | <p>4 weeks annual leave + additional prescribed agency holidays (should these fall on scheduled work days)</p> <p>Annual leave is to be taken within the year it is due (unless negotiated otherwise), calculated from the commencement date of employment.</p> <p>Leave entitlement is established on a full time equivalent employment basis.</p>  |
| <b>Other Conditions</b>  | <p>All employees who work with clients are required to belong to a professional association. EAT agrees to pay the annual professional association membership for the period of employment with EAT.</p> <p>EAT provides clinical supervision and professional training for employees.</p>   |
| <b>Duties</b>            | <p>(Subject to negotiation depending on employee's hours of work)</p> <p>To provide youth who have eating disorders and/or food and body image issues with individual support, i.e. counselling, case-management, information, resources and referral.</p> <p>To work with, and provide counselling to, the families of these individuals where appropriate.</p> <p>To create and record client appointments as necessary.</p> <p>To maintain accurate records of client interactions, both in the employee's client files and in EAT's client database.</p> <p>To establish and maintain referral networks for clients.</p> |

To network and liaise with, and provide information and training to, youth-based organisations and other professionals.

To develop and deliver prevention-oriented education programmes for youth.

To evaluate and assess EAT's youth services.

To participate in the collective management, including involvement in agency planning and decision-making, reporting, accountability, administration, policy development and other tasks that may from time to time arise.

From August 2010, to sometimes (as necessary) represent EAT staff at governance committee meetings.

To contribute to EAT's resource development, including newsletters and the agency's website.

To maintain the health and safety standards of the agency.

To participate in the day-to-day running of EAT, including answering telephone calls and emails, responding to general enquiries, collecting the mail, ordering stationery, putting out rubbish and recycling, and maintaining the cleanliness of the working environment.

## **Performance Expectations**

### *Counselling Work*

1. Effective and accurate completion of EAT's client assessment process, intake procedure, and three-monthly counselling reviews.
2. Individual, group and family counselling and education are conducted according to high, professionally-informed standards.
3. The employee develops, maintains and utilises networks of health and other appropriate professionals to ensure medical safety and best outcomes for clients and families.
4. The employee continually looks for and utilises opportunities for relevant professional development.

### *Education Work*

1. Education work is well-planned, research-informed and professionally and effectively delivered.
2. Relationships are developed with schools and other youth organisations for the purposes of delivering education programmes.

### *Record Keeping*

1. The employee keeps written records in accordance with guidelines laid down by the agency.
2. Statistical records are provided on time and according to service procedures.

### *Quality Assurance*

1. The employee's counselling work is annually evaluated by service users through agency-wide client surveys.
2. After final sessions, clients and families will evaluate EAT's services, including the employee's performance, through anonymous surveys.
3. The employee will ensure that evaluation forms are completed by participants at the conclusion of education sessions.
4. The employee's professional external supervisor will provide an annual report/review to EAT on the employee's practice.
5. The employee will comply EAT policies and procedures.

### *Health and safety*

1. The employee actively supports all health and safety initiatives.
2. The employee ensures their own and others' safety at all times.
3. The employee complies with policies, procedures and safe systems of work.
4. The employee reports all incidents/accidents in a timely manner.

### *Cultural Practice*

1. The employee provides services that respond to the cultural diversity of the client group and service area, taking into particular account the needs of Mana Whenua.
2. Feedback from colleagues, supervisor and clients indicates a culturally safe standard of practice.
3. The employee will demonstrate a commitment to the Treaty of Waitangi in all aspects of their work.
4. The employee consults with Maori advisors, agencies and individuals as appropriate.

## **Essential Attributes**

### *Education*

A relevant professional qualification, e.g. Counselling, Social Work, Nursing

### *Skills*

Highly developed communication skills, written, verbal and non-verbal; proven competency in therapeutic work with young people and families; familiarity with therapeutic approaches to working with eating difficulties.

### *Interpersonal*

Personable and friendly, relating well to children, adolescents and adults; able to create an effective level of rapport with clients within a short period of time; able to communicate effectively with both clients and team members in challenging situations.

### *Personal*

Genuine like of young people; ability to be resilient under stress

and possession of strategies for dealing effectively with stress; ability to work closely with others in a cooperative manner to achieve professional and organisation goals; awareness and acknowledgement of any personal issues in this area of work; awareness of gender issues and the social context in which eating difficulties can develop; awareness of how the employee's own actions reflect on EAT, and interacts with others (e.g. team members, clients, community) accordingly; clean, tidy and professional self-presentation.

#### *Cultural*

Understanding of effective and sensitive approaches to working with peoples of diverse cultural backgrounds; willingness to take up cultural training opportunities.

#### *Requirements*

Full driver's licence; willingness to consent to police check.

### **Desirable Attributes**

#### *Skills*

ICT skills appropriate to working in a modern office; effective organisational skills; experience as an educator and group facilitator, or willingness to develop these skills.

#### *Cultural*

A working knowledge of the Treaty of Waitangi and the implementation of its principles; a commitment to building supportive relationships with Mana Whenua and other Maori and Pacific groups.

### **Development Plan and Performance Review**

An induction into the agency over the first month of employment.

A professional development plan will be decided in consultation between the employee and one or more members of the governing body subsequent to appointment, within three months of start date.

The employee will produce monthly worker reports.

The employee will also undergo yearly performance appraisals and external supervision reviews.

10 June 2010