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## POSITION DESCRIPTION

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### ONLINE YOUTH CAREER CONSULTANT

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<b>Location:</b>	Parkville
<b>Division:</b>	Strategic Relations and Policy
<b>Salary range:</b>	Social, Community, Home Care and Disability Services Industry Award 2010, Community development worker, Level 2
<b>Employment Type:</b>	Part-time (0.6 – 0.8 FTE) Fixed Term contract until 30 June 2021
<b>Position reports to:</b>	Career Workforce Development Team Leader

## 1. POSITION SUMMARY

The Online Youth Career Consultant will undertake intensive online engagement with young people experiencing a range of mental health issues who are seeking support to engage in work or educational opportunities. This role holder will use various strategies to engage and link young people to career support interventions available within the online platform; support young people to develop resumes, cover letters other job search documentation; and support engagement in career exploration activities both within the system and link to opportunities in the community. The Online Youth Career Consultant will work collaboratively with the clinical and peer work moderators to ensure online support provided aligns with service user recovery goals.

The role holder will also actively develop partnerships with a wide range of external organisations to enhance vocational outcomes for users. This will include contact with stakeholders including employers, training providers, educational institutions, community service organisations and social enterprises. The Online Youth Career Consultant will also be required to present user information at moderator team meetings and may be required to participate in presentations to promote the online vocational program internally and outside of the service.

The Online Youth Career Consultant will report to the Career Workforce Development Team Leader and work alongside researchers, peer workers and clinicians in Orygen Digital.

## 2. POSITION CONTEXT

Orygen Digital, the digital mental health division of Orygen, in collaboration with investigators from The Australian Catholic University and in conjunction with the Department of Computing and Information Systems at The University of Melbourne, developed a model of moderated online social therapy (MOST). The model integrates peer-to-peer on-line social networking, individually tailored interactive psychosocial interventions and involvement of expert mental health, career and peer moderators to deliver the intervention. The elements of the model have been applied to online systems targeting specific populations including first episode psychosis, youth depression and families of young people experiencing a mental illness.

Orygen Digital is currently running two NHMRC trials that include online career support in the context of supporting young people experiencing a range of mental health difficulties. We require an experienced youth career consultant to work on our systems to deliver online career development services.

### 3. ABOUT ORYGEN

VISION: Young people to enjoy optimal mental health as they grow into adulthood.

MISSION: Reduce the impact of mental ill-health on young people, their families and society.

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

### 4. KEY RESPONSIBILITIES/OUTCOMES

The Online Youth Career Consultant will:

- Provide individualised career development services that support young people. This may include career planning, assisting with access to educational opportunities (secondary studies, vocational training and apprenticeships or tertiary studies) and supporting young people to gain and maintain employment.
- Complete all online reporting activity as directed by the team leader including file notes, client activity logs, caseload reports, content activity and safety checks.
- Attend team meetings to provide feedback on the progress of young people using the digital platforms.
- Develop partnerships with external organisations that increase access to vocational opportunities for young people using the online platform.
- Attend networking meetings and appointments with employers, community service organisations and education providers to create opportunities for young people.
- Participate in staff meetings, planning forums and other professional development opportunities as required.

### 5. SELECTION CRITERIA

#### 5.1 Essential

The following criteria must be met for consideration for this position:

- Experience in career counselling, employment services, vocational rehabilitation, or a related field.
- Experience providing career-planning advice to young people.
- Bachelor degree in a relevant field or equivalent experience and training.
- Extensive knowledge of issues that impact young people when accessing employment and/or educational opportunities.
- Demonstrate ability to apply sound problem solving skills and an ability to multitask.
- Demonstrated ability to develop and maintain positive business relationships.
- Knowledge of the employment services sector, Centrelink and other state and federal employment initiatives that impact young people.
- Advanced computer skills.

#### 5.2 Desirable

- An understanding of the Individual Placement and Support model.
- Experience working with young people experiencing mental ill-health.
- Post-graduate qualifications in Career Education or Career Development.
- Eligible for membership to the Career Development Association of Australia (CDAA).
- Certificate IV in Training and Assessment.

## 6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Youth Online Career Consultant will be expected to have:

- Some knowledge of and an ability to work within the Orygen framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination.
- A willingness to learn and comply with relevant privacy legislation, ensuring confidential information is protected from unauthorised disclosure and use.
- High levels of accuracy and attention to detail.
- Advanced computer skills with an ability to use a range of Microsoft Office applications.

## 7. SPECIAL REQUIREMENTS

- A current Victorian driver's licence.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Orygen's Occupational Health and Safety policy.
- All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.
- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- A current valid Working with Children Check is required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.