

Position Description headspace Vocational Specialist

"Where mental wellbeing thrives"

Position Details

Position Title:	headspace Vocational Specialist
Position Level:	4
Agreement:	Flourish Australia Enterprise Agreement 2018
Employment Type:	In accordance with letter of offer
Hours of Work:	In accordance with letter of offer

Position Summary

The objective of the Individual Placement Support (IPS) program is to improve the educational and employment outcomes of young people with mental health concerns, up to the age of 25, who are at risk of disengaging from education and employment. The headspace Vocational Specialist will help implement the Individual Placement and Support (IPS) program within the headspace centre.

The headspace Vocational Specialist works intensively with young people experiencing a range of mental health issues to support them to achieve their vocational and/or education goals. This will involve assertive outreach work combined with excellent youth engagement skills to ensure young people are well supported and are linked to suitable employment opportunities.

The headspace Vocational Specialist will provide vocational support to clinical staff within their centre and actively develop partnerships with a wide range of external organisations to enhance vocational outcomes for young people. This will include extensive contact with employers, training providers, educational institutions, community service organisations and other health professionals.

The headspace Vocational Specialist may also be required to present information about young people's vocational support at clinical meetings and provide professional development workshops to promote the vocational recovery program both internally and outside of the headspace service.

About Flourish Australia

Our name reflects our fundamental and enduring commitment to people's mental health and wellbeing, supporting people to thrive and live a contributing life.

Vision

Flourish Australia's vision is creating communities where everyone's mental health and wellbeing flourishes.

Purpose

Our purpose is supporting people to flourish, believe in their future and their place in the community.

Values

Flourish Australia values are hope, inclusion, partnership, diversity, integrity, respect and trust.

Relationships and Authority

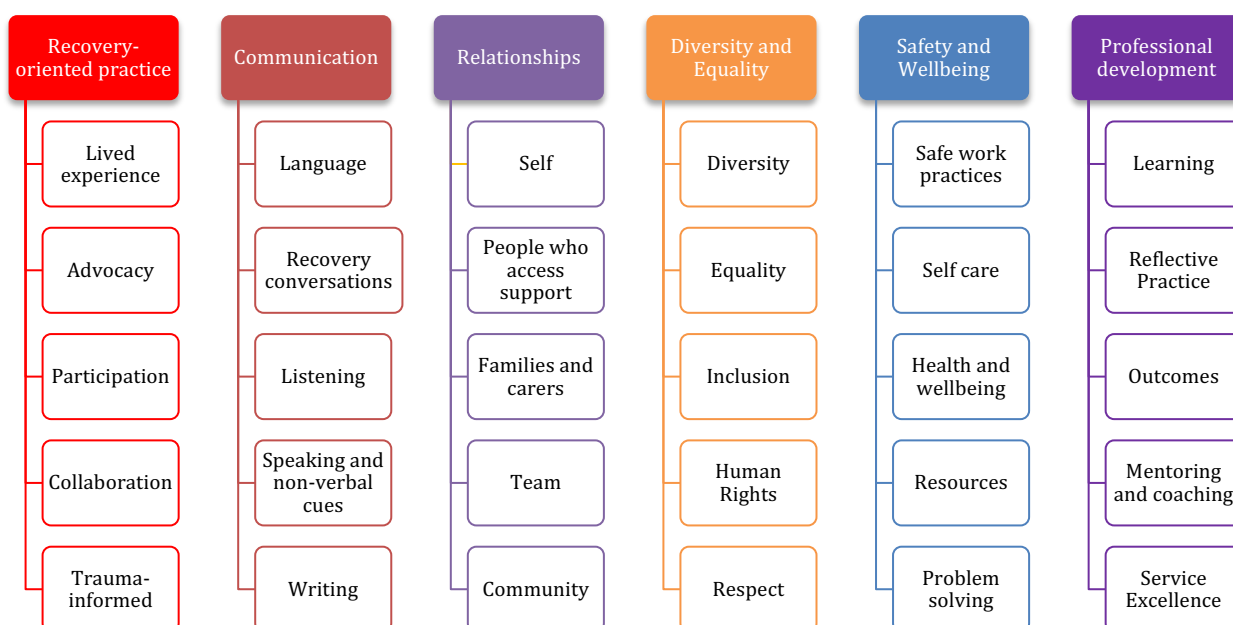
Reports to:	headspace Vocational Coordinator
Direct reports:	Nil

Organisational Accountabilities

- Abide by all Flourish Australia procedures and policies.
- Actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority and in accordance with the Work Health and Safety Act 2011.
- Understand and abide by the Flourish Australia Code of Conduct and Ethics, and maintain a professional level of behaviour and conduct in the workplace at all times.
- Be responsible for engaging in discussion about and helping to create and sustain a culture of continuous quality improvement.
- Complete all mandatory training.
- Commit to the detection and prevention of fraud.
- Identify possible organisational risks and adhere to the Risk Management Framework.
- Work to support and promote the vision, mission, and values of Flourish Australia.

Key capabilities

Flourish Australia's Capability Framework enables staff to develop their career with Flourish Australia. The Capability Framework consists of six core Capability Domains, which are core to the work we do. All Flourish Australia employees are required to work towards gaining the competencies set out in Flourish Australia's Capability Framework (below).



Position demands/frequency

The following tables provide an overview of some of the common physical and psychosocial demands placed on all employees working in mental health.

Physical demands/frequency

Position demand	Frequency	Comments
Standing	Occasionally	May be required.
Sitting	Frequent	Continuous and repetitive throughout the work day.
Crouching	Rarely	May be required.
Kneeling	Rarely	May be required.
Stooping	Occasionally	May be required.
Walking	Occasionally	Continuous and repetitive throughout the work day.
Stair climbing	Occasionally	May be required (but depends on workplace)
Controls/fine motor skills	Frequent	Essentially, fine motor skills are required to perform activities of
• Hand/arm		driving, operating computers and other IT equipment, as well as

• Foot/leg		for administrative tasks.
Reaching (overhead)	Rarely	Continuous and repetitive throughout the work day in community business settings.
Driving	Frequent	Driving is an activity performed by the staff in this role.
Lifting and carrying <ul style="list-style-type: none"> • 2kg-5kg • 5kg-10kg • 10kg-15kg • >15kg 	Occasionally Rarely Rarely Rarely	All lifting and carrying at Flourish Australia needs to be performed by the employee and the chance of delegating to others is small.

Psychosocial demands/frequency

Position demand	Frequency	Comments
Working with distressed people	Rarely	e.g., episodic or grief situations
Working with people who may have experienced trauma	Occasionally	e.g., child abuse, history of violence
Exposure to distressing situations	Rarely	e.g., self-harm, death
Working with unpredictable or aggressive people	Rarely	e.g., drug and alcohol induced, episodic situations.

Key Tasks and Responsibilities

- Deliver the Individual Placement and Support (IPS) vocational program outcomes within the headspace service, working in collaboration with the multidisciplinary team, families and employers.
- Work with a minimum caseload of 20 young people from the headspace centre who require assistance to enter into, or return to, employment and/or education by assessing and implementing their individual support needs.
- Provide assistance with employment benefits, travel or support networks both internal and external to headspace.
- Develop and monitor individual plans for all young people that set realistic goals and plan strategies, to overcome identified barriers to engage in employment and/or education.
- Provide assistance to young people with job searching, job applications and interview preparation.
- Liaise with local employment/education service providers, or accompany young people to interviews where appropriate.
- Provide support and education to employers and trainers, in consultation with the young person in how to best meet their needs.
- Negotiate modifications to work or study conditions, developing transition plans and maintain ongoing contact.
- Develop and maintain strong partnerships with external organisations that increase access to vocational opportunities and employers for young people.
- Work closely with the multidisciplinary team at the headspace centre to provide integrated and holistic care to young people, including active participation in clinical review meetings and other meetings to promote the vocational program to clinical staff
- Provide feedback on the progress of young people to all relevant stakeholders.
- Complete IPS and vocational recovery training, as directed.
- Complete IPS and funding body documentation requirements as directed.
- As agreed with the Vocational Coordinator, attend networking meetings and appointments with employers, community service organisations and education providers to create job opportunities for young people.
- Participate in staff meetings, planning forums and other professional development opportunities as required.

Required Skills and Personal Attributes

- Model and actively promote a culture that strives for and values continuous quality improvement
- Demonstrate perseverance in achieving objectives and cope effectively with setbacks and problems
- Take responsibility for actions and proactively implements work plan and addresses issues.
- Ability to manage a diverse workload and meet competing deadlines
- Identify continuous quality improvement opportunities and act upon when/where relevant
- Ability to work proactively in an autonomous manner and in a team environment
- Have excellent interpersonal skills, be non-judgmental, be fair, patient, have a willingness to listen, and display empathy
- Value diversity and be respectful at all times
- Commit to the prevention and detection of fraud

- Be committed to professional and ethical conduct

Key Selection Criteria

“Flourish Australia supports Affirmative Action. If two candidates present with suitability to a role, and one of those people has a lived experience, the person with the lived experience will be the preferred candidate.”

Essential:

1. Demonstrated experience in employment services, vocational rehabilitation, career development or a related field.
2. Emerging knowledge of issues that impact young people with mental health issues when accessing employment and/or educational opportunities.
3. Proven ability to meet program achievables within agreed timeframes
4. Strong written and verbal communication skills
5. Well developed interpersonal and organisational skills with the ability to effectively manage competing demands
6. Demonstrated experience ability to fully use Microsoft Office Suite and the client information management system.
7. Current Australian Driver's Licence.

Desirable:

1. A personal lived experience of a mental health issue.
2. Emerging knowledge of the local area and its health services and other community services
3. An understanding of the Individual Placement and Support model.
4. Good knowledge of the employment services sector, Centrelink and other state and federal employment initiatives that impact young people.

All appointments are subject to previous employment reference checks, Working With Children Check, satisfactory Australian residency status, National Criminal Record checks, and other background checks as required by different State legislation (e.g. Working with Disabilities check in QLD).

Agreement

I, _____, have read and understand my obligations as a headspace Vocational Specialist with Flourish Australia as outlined in this position description.

I agree to abide by the Flourish Australia Code of Conduct and Ethics, and agree to read, understand, and abide by Flourish Australia's policies and procedures.

headspace Vocational Specialist

Name		
Signature		Date:

Nb: A signed copy of this position description must be returned to the People and Culture team.