

POSITION DESCRIPTION

POSITION TITLE:	Employment Specialist
CLASSIFICATION:	Level 4 Social, Community, Home Care and Disability Services Industry Award
REPORTS TO:	Manager, Midland Head to Health
PERFORMANCE AND DEVELOPMENT PLAN:	<i>Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan.</i>

ST JOHN OF GOD HEALTH CARE MISSION AND VALUES

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels, are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

1. PURPOSE OF POSITION

To provide Individual Placement and Support (IPS) services to people with enduring mental health conditions as part of their care within the Midland Head to Health Centre. The Employment Specialist will be fully integrated into the multidisciplinary team and provide career development advice and employment assistance to consumers with mental illness, to ensure they can achieve and maintain sustainable participation in competitive employment.

2. POSITION REQUIREMENTS

2.1 Mission

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.
- Caregivers are required to act in accordance with the standards of behaviour outlined in the SJGHC Code of Conduct document.

2.2 Responsibilities

- Adhere to the principles of Individual Placement and Support (IPS) when providing Employment support to participants.
- Case management of 20 active participants.
- Engage with other services and organisations, and with potential clients and their families and carers to promote Midland Head to Health Employment Support services.
- Liaise with Disability Employment Services (DES) or Jobactive providers where applicable
- Develop a broad range of employer relationships in the local community to ensure suitable job matches, and provide employers appropriate education and support.
- Assess each consumer's vocational potential, skills and barriers in order to identify and agree on realistic and achievable short and long-term vocational goals and support needs.
- Co-design Career/Vocational Profiles and individual Employment Plans with participants.
- Develop and implement an individualised plan – in collaboration with each consumer and in conjunction with the participant's clinical team that maintains a high level of engagement and contact, delivers effective interventions to address identified barriers, and encourages participation in activities that lead to ongoing employment.
- Arrange and support consumers in work experience, voluntary work, informational interviews, short courses, training and work trials to explore and develop work skills and interests.
- Use a reverse marketing approach to engage with potential employers and secure paid work that matches skills and interests and achieves durable employment outcomes.
- Assist participants to contact employers and apply for jobs.
- Directly support consumers and their employers to commence and maintain employment, including by continuously assessing the risks and likely sources of job failure, and by anticipating and promptly implementing preventative action as required.

All other reasonable duties as directed by the Manager/Supervisor.

3. Team Work

- Participate as a valued team member promoting and contributing to a supportive team environment.

4. Communication

- Communicate effectively with all customers and clients using the

appropriate channels, utilising appropriate formal and informal channels of communication.

5. Quality and Risk

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service.

6. Occupational Health and Safety

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose an OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

7. Safety and protection of children, young people and adults at risk

- Ensure that Child Safe practices are inherent in working with children, young people and adults at risk in all areas of service delivery, including on and off location.
- Ensure that children, young people and adults at risk are aware of their rights to a safe and abuse free environment and are aware of how to report any concerns.
- Immediately report any suspected, observed or disclosed abuse in line with the reporting processes, to line manager with view to it being reported to relevant protective authority.
- Work with children / young people and adults at risk in a way that is respectful and appropriate to any cultural / diverse background and ensure a safe environment is in place.

8. Environment

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

SELECTION CRITERIA

Essential

- A willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Knowledge of the principles of Individual Placement and Support evidence-based supported employment, proven ability to provide individualised job support to clients and employers and develop and deliver person-centred plans and supports.
- Demonstrated recovery-focused, person-centred practice when working with people with mental health needs.
- Excellent organisational, time management and problem-solving skills, including the ability to manage competing priorities and meet organisational outcomes and to work well both independently and as part of a multidisciplinary team.
- Demonstrated interpersonal skills and proven ability to build and nurture relationships at a personal, organisational and community level.
- Well-developed computer, technology and administration skills.
- Strong written and verbal communication skills.
- Ability to network effectively, negotiate with and influence key stakeholders, community organisations, clinical staff and employers to achieve a mutually beneficial outcome.
- Current WA drivers license to ensure ability to travel in response to the position's needs.

Desirable

- Experience working with people with mental health needs.
- Knowledge or experience in employment services or other social inclusion services.
- Knowledge of employment related services, relevant legislation and local labour market trends.
- Completion of a relevant tertiary qualification.