

Position Description

Youth Vocational Specialist (2 positions)

Location:	headspace
Division:	Clinical Services
Salary:	
Employment Type:	Full time
Approved By:	John Moran, Chief Operating Officer
Date Approved:	16 th September 2016
Agreed By:	Liz Burgat, Director, Clinical Services
Date Agreed:	16 th September 2016

1. POSITION SUMMARY

These exciting new roles require extensive knowledge and expertise in the career development or disability employment sector, with a demonstrated understanding of youth mental health. The focus of the position is to implement the Individual Placement and Support (IPS) Jobs Victoria project within headspace centres located in Sunshine and Glenroy.

The vocational specialist role requires intensive work with young people experiencing a range of mental health issues. 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 specialist will provide vocational leadership 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 vocational specialist will be assisted by a team of youth peer workers that will be trained in vocational recovery. The vocational specialist will be required to present information at clinical meetings and provide professional development workshops to promote the vocational recovery program both internally and outside of the service.

Vocational specialists are not clinical roles and will receive ongoing training and supervision from Orygen's functional recovery unit and headspace centre management.

2. POSITION CONTEXT

Orygen is a world leader in youth mental health research and clinical service delivery. The Orygen Youth Health clinical service supports young people being treated for severe mental illness. The youth-friendly services at **Orygen** are aimed at young adults in recognition of the fact that 75 percent of mental disorders emerge before the age of 25 years.

In addition to our Parkville site, Orygen also operates four **headspace** centres in Sunshine, Glenroy, Werribee and Craigieburn. All services managed by Orygen aim to improve access to services and continuity of care for young people by offering access to high quality clinical treatment; developing the youth mental health workforce through expert training and resource development; and undertaking cutting edge research that ensures evidence based treatment is available to all young people experiencing mental ill-health in Australia.

3. ORGANISATIONAL INFORMATION

Orygen was established in 2002.

Our Vision is that *Young people enjoy optimal mental health as they grow into adulthood.*

We aim to reduce the impact of mental ill-health on young people, their families and society by creating, applying, and sharing knowledge, and by informing public policy reform.

Orygen achieves this through running an extensive program of research studies, managing clinical services for young people, and providing resources and training.

Our strategic objectives are to:

- achieve changes in public policy and resources that improve access to quality innovative service systems in youth mental health.
- develop evidence for improved understanding of aetiology, interventions, treatments and service systems in youth mental health through the conduct of research.
- translate evidence for improved interventions, treatments and service system scaling-up and innovation in youth mental health through the dissemination of skills and knowledge.
- implement evidence for improved interventions, treatments and service systems in youth mental health through the provision of exemplar clinical services.

Our operating principles and values are:

- **Young people:** young people have the right to timely access to high quality, evidence-based, age-appropriate and respectful mental health care
- **Participation:** young people, families, and the community are key partners in improving young people's mental health
- **Evidence:** policy, practice and services in youth mental health should be informed by the best available evidence of what works
- **Innovation:** new approaches to prevention and care have enormous potential to improve mental health outcomes for young people
- **Optimism:** with appropriate supports young people can and do recover from mental ill-health and go on to achieve great things with their lives

- **Our people:** the quality and commitment of our team is integral to our success

Orygen has major collaborative partnerships with other research centres, and clinical-research organisations in Australia and around the world. These partnerships allow for the development and conduct of major research studies that will contribute to a better understanding of appropriate interventions and service systems for young people at different stages of mental ill-health.

Orygen partners with **headspace:** the National Youth Mental Health Foundation, and leads four headspace centres in the northern and western areas of Melbourne.

Orygen also partners with a specialist regional youth mental health service (Orygen Youth Health Clinical Program (OYHCP) run by Melbourne Health), which operates from the same site as Orygen at 35 Poplar Road Parkville. OYHCP offers specialist care to over 800 young people with serious mental disorders per annum.

The work of Orygen over the past decade has had a profound impact on early intervention and youth mental health, leading what could be argued is the most significant change in the mental health field during that time. This work has created a new approach and constructive attitude to the prevention and treatment of mental disorders, and new models of care for young people with emerging disorders. It has been translated into a world-wide shift in services and treatments to include a substantial focus on early intervention in health system approaches to mental disorders.

4. KEY RESPONSIBILITIES/OUTCOMES

- Establish the Individual Placement and Support (IPS) vocational program within the headspace clinical service, working in collaboration with other vocational specialists and supported by the functional recovery unit based at Orygen.
- Provide specialised individual career development services that support young people to achieve their vocational goals. This can 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.
- Develop and deliver training workshops to clinical staff, community groups and other organisations that promote vocational recovery.
- Provide support and education to employers in how to best support young people in the workplace and develop further opportunities for ongoing work placements.
- Develop partnerships with external organisations that increase access to vocational opportunities for young people of the service.
- Contribute to the psychosocial recovery strategic plan in collaboration with the headspace clinical team.
- Attend clinical review meetings to promote the vocational program to clinical staff and provide feedback on the progress of young people.
- Support the youth peer worker to develop skills in vocational recovery
- Complete Individual Placement and Support (IPS) and vocational recovery training as directed by the functional recovery unit
- Complete IPS and funding body reporting requirements as directed by the functional recovery unit and headspace management team
- Attend networking meetings and appointments with employers, community service organisations and education providers to create job opportunities for young people
- Assist young people to attend job service provider and Centrelink appointments
- Assist with the development of vocational marketing materials to promote the vocational program
- Participate in staff meetings, planning forums and other professional development opportunities as required.

5. SELECTION CRITERIA

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

5.1 Essential

- A minimum of three years' experience in employment services, vocational rehabilitation, career development or a related field.
- Bachelor degree in a relevant field.
- Extensive knowledge of issues that impact young people when accessing employment and/or educational opportunities.
- Possession of a full Victorian driver's licence.
- Advanced computer skills.
- Experience developing business relationships.
- Knowledge of the employment services sector, Centrelink and other State and Federal employment initiatives that impact young people.
- Willingness to learn relevant administrative procedures, including software applications and filing systems.

5.2 Desirable

- Experience providing career-planning advice to young people.
- An understanding of the Individual Placement and Support model
- Experience working with people experiencing mental ill-health.
- Eligible for membership to the Career Development Association of Australia (CDA).
- Certificate IV in Training and Assessment.

6. JOB COMPLEXITY, SKILLS, KNOWLEDGE

6.1 Level of Supervision/Independence

- This position will include on-site training and support from the National Vocational Services Manager and headspace centre Clinical Services Manager.
- The position will report to the Director of Clinical Services at Orygen for all matters outside of daily operations.
- This position requires a high degree of autonomy as a large portion of work will occur in the community
- The incumbent will be supported by regular staff meetings and assistance will be available from other senior staff as required.

6.2 Problem Solving and Judgement/Risk

- The incumbent will be required to demonstrate sound problem solving skills and an ability to multitask.
- Scope is available to exercise initiative in the application of established work procedures.
- Will have some knowledge of the role of the organisation and its structures and services.
- The incumbent is expected to seek support as required.

6.3 Professional and Organisational Knowledge

The Youth Vocational Specialist 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.

6.4 Breadth of the position

- Responsible for the IPS vocational program within their designated centre.
- The role may incorporate other **Orygen** related activities and responsibilities as directed by the Vocational Services Manager and headspace management

6.5 Special requirements

- OHSE training is essential and is provided by Orygen.
- All workplaces are non-smoking environments.
- A current full unrestricted work permit / visa for Australia.
- Current Working with Children Check will be required.
- A current National Police Check will be required.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.

7. POLICIES AND WORKPLACE PRACTICES

All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.

It is expected that at all times, employees will:

- be respectful towards Orygen, supervisors and other colleagues, young people engaged in Orygen activities and their families, and the general public
- be aware of and work to the objectives of Orygen
- work collaboratively with all colleagues and external organisations engaged in Orygen activities
- act in a safe and responsible manner at all times

8. OCCUPATIONAL HEALTH and SAFETY (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.