
IPS PROFESSIONAL SUPPORT FACILITATOR

MAY 2024



POSITION SUMMARY

Location:	Remote/Work from home		
Functional area:	Strategy, Policy, and Communications		
Classification/ Salary:	\$80,000 - \$85,000 p.a. pro-rata commensurate with skills and experience + 11% super + access to \$15,900 NFP salary packaging		
Job level:	Level 2		
Reports to:	Program Manager		
Employment type:	0.4 FTE – 1.0 FT roles negotiable		
Employment length:	Position available until 30 June 2025		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

As a member of [Orygen's youth IPS Centre of Excellence](#) team, the Individual Placement and Support (IPS) Professional Support Facilitator will be responsible for the provision of professional support sessions for IPS workers and additional program delivery activities as required.

Professional support offers IPS program staff the opportunity to access expert guidance from a vocational perspective. This support is delivered online in a one-on-one setting, with a clear structure and guidelines provided for IPS professional support facilitators. Facilitators guide IPS program staff in reflecting on their practice, helping them develop broader perspectives and explore possibilities for personal and professional growth. Professional support differs from the role of an IPS supervisor, who primarily focuses on immediate performance management and administrative tasks.

The role holder will be required to assist in coordinating, facilitating, and undertaking record taking on professional support activities and support the Program Manager in building and maintaining strong relationships with program partners and IPS sites across Australia. Building relationships with mental health services, community agencies, IPS workers and partner services will be critical for success. This position will also have a responsibility in supporting the continued development of IPS programs through translation of feedback from supported services to the Program Manager.

About the youth IPS Centre of Excellence (IPS-CoE)

Orygen expanded its capacity to innovate and support quality Individual Placement and Support (IPS) programs for more young people by establishing an IPS-CoE in 2020, recognising the expertise and

REVOLUTION IN MIND

leadership of our organisation in developing and advocating for IPS programs in Australia. The IPS-CoE aims to support expansion of IPS in mental health services across Australia while continuing to explore enhancements to IPS to maximise its benefits for young people.

POSITION FOCUS

	Key responsibility area	Percentage
1	IPS Support	80%
2	Stakeholder engagement and project reporting	10%
3	Training and professional development	10%

POSITION KEY RESPONSIBILITY AREAS

<p>1. IPS Support.</p> <ul style="list-style-type: none"> • Provide IPS employment and education model coaching and support to IPS program staff. • Complete professional support sessions with IPS workers delivering the IPS program. • Work closely with the Program Manager towards the achievement of key project KPI's. <p>2. Stakeholder engagement and project reporting</p> <ul style="list-style-type: none"> • Maintain strong working relationships with internal stakeholders, service leaders, researchers and education and employment teams at Orygen. • Develop and maintain strong working relationships with external stakeholders including headspace IPS program staff and other project partners. • Maintain accurate records, collect data, provide reports, when required, on professional support activities and other IPS program delivery activities as required. <p>3. Training and Professional development</p> <ul style="list-style-type: none"> • Participate in orientation and training specific to the role including professional development that will allow you to excel in your role. • Participate and contribute to project development, and implementation of the IPS professional support program and other activities delivered through the IPS CoE. • Participate in relevant/mandatory training required to work effectively in your role. • Facilitate training for staff from external service partners.

EDUCATION / QUALIFICATIONS

Desirable	<ul style="list-style-type: none"> • Completion of Orygen's Core IPS micro-credential program for headspace • IPS fidelity review, supervision, or leadership training. • Bachelor's Degree in relevant field.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Experience in providing professional support activities such as supervision, mentoring or coaching for staff from IPS or youth employment programs. • Experience in training, or service/organisational development. • Proven ability to build and maintain effective working relationships with a range of stakeholders. • Proficient computer skills with a demonstrated ability in word processing, PowerPoint, and other office software, as required.
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	<ul style="list-style-type: none"> • Experience developing resources or processes to support the professional development of staff. • Knowledge of the headspace model and specialist mental health system. • Understanding of the policy context relating to IPS and youth mental health. • Experience balancing organisation requirements and the needs and perspectives of young people.
Personal attributes	<ul style="list-style-type: none"> • Outstanding interpersonal skills and passion for engaging clinical services, IPS workers and clinicians in the implementation of novel models of care. • Capacity to work independently in a fast-paced environment, work to appropriate timelines and demonstrate effective problem-solving abilities. • Ability to work with a degree of autonomy and work within guideline of a supervision framework. • Skills to work flexibly and dynamically with a project team.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Employment and Education Partnerships team • IPS Research and evaluation team
External	<ul style="list-style-type: none"> • headspace centre managers and IPS supervisors

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement. • Interstate travel is a requirement of in this role. • A current driver's license. • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required.
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SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> • Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace. • Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able. • Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events. • Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]