
EMPLOYMENT AND EDUCATION SPECIALIST

FEB 2025



POSITION SUMMARY

Location:	Headspace		
Functional area:	Primary Clinical Services		
Classification/ Salary:	SCHADS award, Social and community services employee, Level 4 commensurate with skills and experience + 11.5% super + access to \$15,900 NFP salary packaging + personal use car		
Job level:	2		
Reports to:	Employment and Education Program Manager		
Employment type:	Full time		
Employment length:	Contract		
Direct reports	-	Indirect reports	-

POSITION PURPOSE STATEMENT

The focus of the Employment and Education Specialist is to implement and deliver quality Individual Placement and Support (IPS) vocational services to young people aged up to 25 experiencing mental ill-health across Orygen's clinical services across the West and North West region of Melbourne.

This role will collaborate closely with clinical staff within headspace, and actively develop partnerships with a wide range of external organisations to enhance employment and education outcomes for young people. The Employment and Education Specialist role requires intensive work with young people experiencing a range of mental health issues, and requires a high degree of autonomy as a large portion of work will occur in the community.

About IPS

The Individual Placement and Support (IPS) program forms part of the Australian Government's broader Youth Employment Strategy aimed at tackling the problem of high youth unemployment. The aim of the IPS program is to improve the educational and employment outcomes of young people aged up to 25 with mental ill-health. The IPS program integrates employment and vocational services with clinical mental health and non-vocational support, and focuses on the individual needs of young people with mental ill-health who are seeking to enter, or remain in, education and/or employment.

POSITION FOCUS

	Key responsibility area	Percentage
1	IPS Program Delivery	70%
2	Workshops	10%
3	Stakeholder Engagement	10%
4	Other	10%

POSITION KEY RESPONSIBILITY AREAS

<p>1. IPS Program Delivery</p> <ul style="list-style-type: none"> Deliver a high quality IPS program and related programs across Orygen's clinical programs, reporting to the Employment and Education Programs Manager. Provide specialised individual career development services that support young people with mental ill-health to gain employment. Promotion and marketing of the IPS and related programs to young people looking for work to a broad range of employers. Ability to utilise both internal/external digital systems in supporting young people both to assist with their career exploration and mental health support. Attend clinical review meetings to promote the IPS and related programs to clinical staff and provide feedback on the progress of young people. Complete IPS and funding body reporting requirements as directed by the functional recovery unit and headspace management team. Assist young people with mental ill-health to attend job service provider and Centrelink appointments if applicable. Assist with the development of marketing materials to promote the IPS and other related programs. <p>2. Workshops</p> <ul style="list-style-type: none"> 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 with mental ill-health in the workplace and develop further opportunities for ongoing work placements. <p>3. Stakeholder Engagement</p> <ul style="list-style-type: none"> Develop and maintain partnerships with external organisations that increase access to employment and educational opportunities for young people of the service. Attend networking meetings and appointments with employers, community service organisations and education providers to create job opportunities for young people. <p>4. Other</p> <ul style="list-style-type: none"> Complete continuous IPS and vocational recovery training as directed by the functional recovery unit. Participate in staff meetings, planning forums and other professional development opportunities as required. The role may incorporate other Orygen related activities and responsibilities as directed by the Employment and Education Programs Manager and headspace management.

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> Tertiary qualifications in disability, health, human resources or related field.
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • An understanding of the Individual Placement and Support model • Experience in employment services, vocational rehabilitation, career development or a related field. • Knowledge of the employment services sector, Centrelink and other state and federal employment initiatives that impact young people. • Extensive knowledge of issues that impact young people when accessing employment and/or educational opportunities. • Advanced computer skills with an ability to use a range of Microsoft Office applications. • Some knowledge of and an ability to work within the Orygen framework of early intervention, de-stigmatization, diversity, inclusion, and non-discrimination. • Experience developing good business relationships. • Experience providing career-planning advice to young people. • Experience working with people experiencing mental ill-health. • Eligible for membership to the Career Development Association of Australia (CDA) would be desirable.
Personal attributes	<ul style="list-style-type: none"> • High levels of accuracy and attention to detail. • A willingness to learn and comply with relevant privacy legislation, ensuring confidential information is protected from unauthorized disclosure and use. • Ability to exercise initiative in the application of established work procedures. • Ability to demonstrate sound problem-solving skills and an ability to multitask. • Willingness to learn relevant administrative procedures, including software applications and filing systems.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Orygen clients and family members • Internal support functions P&C, BIT, Solutions & Finance • Orygen clinical team and specialists
External	<ul style="list-style-type: none"> • Industry Bodies • Local community services providers • Vocational providers

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. <ul style="list-style-type: none"> • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • 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. • A current Victorian driver's licence. • 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. • Our headspace sites operate after 5pm multiple times a week, availability to work across rotating shifts required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- 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]