

POSITION DESCRIPTION

VOCATIONAL SPECIALIST

PURPOSE OF POSITION

The Vocational Specialist will participate in the Individual Placement and Support (IPS) Program within headspace Newcastle, to engage with young people (aged 12-25 years) who experience barriers to employment and/or education to support them to achieve their vocation and/or education goals.

REPORTS TO

- Service Manager, **headspace** Newcastle

DIRECT REPORTS

- Nil

KEY RESPONSIBILITIES

This position will contribute to the development and delivery of the program and participate in program evaluation activities.

The Vocational Specialist will have sound assessment and planning skills and draw on a range of interventions which will enhance the likelihood of vocational engagement for participants, in addition to excellent youth engagement skills to ensure young people are well supported and linked to suitable employment opportunities.

The position will involve developing 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, requiring the ability to build networks and relationships required to enhance vocational outcomes.

SERVICE DELIVERY

- Provide specialised individual career development services that support young people to gain employment.
- Assist young people to attend job service provider and Centrelink appointments if applicable
- Advocate on behalf of young people with other services and employers as required.
- Market the vocational program (including developing vocational marketing materials) to a broad range of employers, community service organisations and education providers

- Develop partnerships with external organisations that create and increase access to vocational opportunities for young people Provide support and education to employers in how to best support young people in the workplace
- Participate in Care Plan, Case Review and planned case conferences with GPs and other health professionals involved in the client's care as required.
- Maintain timely and accurate case notes for clients using electronic clinical records according to headspace protocols and professional standards.
- Complete IPS and funding body reporting requirements as directed by the headspace manager
- Contribute to the ongoing development and implementation of policies and procedures and supporting resources for use by headspace.
- Contribute to developing a culturally safe workplace for Aboriginal employees and clients
- Participate in team meetings, collaborative planning activities and other meetings or activities relevant to position

SERVICE SUPPORT AND DEVELOPMENT

- Identifies areas for improvement in relation to the role, the team and in systems and processes used and implements solutions under direction.
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- All IPS activities are undertaken in line with the IPS Fidelity Scale
- All IPS supports and interventions provided are individualised to participant needs and preferences and are geared towards competitive employment outcomes
- Successfully maintains a case load of approx. 20 clients in accordance with service demands

PROFESSIONAL DEVELOPMENT AND EDUCATION

- Work towards achievement of the program objectives and deliverables as determined by HPC
- Maintain knowledge and requirements relevant to the role
- Actively participate in HPC's Performance and Development process including maintain and developing professional skills and knowledge ongoing professional development activities.
- Participate in education and information sessions for young people, their families/carers, service providers and the community

ORGANISATION

- Follow all appropriate policies and procedures of Hunter Primary Care.
- Communicate service improvements, initiatives and challenges to **headspace** Newcastle Manager

WORK HEALTH AND SAFETY

- Take reasonable care of own health and safety and take reasonable care that own acts or omissions do not adversely affect the health and safety of other persons
- Comply so far as is reasonably able, with any reasonable instruction by management and comply with HPC policies and procedures relating to health and safety

POSITION CLASSIFICATION

This position is classified as a Health and Wellbeing Services Level 3 position in accordance with the Hunter Primary Care Agreement 2021.

SELECTION CRITERIA

EDUCATION/QUALIFICATIONS:

Essential:

- Qualifications and/or experience in employment services, vocational rehabilitation, career development or a related field

Desirable:

- Certificate IV in Training and Assessment

KNOWLEDGE AND SKILLS

Essential:

- Demonstrated knowledge of issues and barriers that affect young people when accessing employment and/or educational opportunities.
- Knowledge of the employment services sector, Centrelink and other state and federal employment initiatives available to young people.
- Demonstrated capacity to work autonomously, while being part of a team.
- Demonstrated understanding of developmental needs of young people.
- Excellent written and verbal communication skills
- Ability to use electronic client record systems and relevant software packages such as Microsoft Word, Excel and Access

Desirable:

- Demonstrated understanding of early intervention principles of youth mental health/substance use.
- An understanding of the Individual Placement and Support model

EXPERIENCE

Essential:

- Experience developing professional networks and relationships in the business community.
- Experience in developing high quality career-planning activities with young people including engagement and assessment skills that aim to promote mental health and wellbeing.

Desirable:

- Relevant experience in working with young people, their families/carers in a mental health setting and specific experience in working with young people with mental illness.
- Experience in working with youth from Aboriginal and/or CALD cultures.

SPECIAL CONDITIONS

- Some out of hours work on evenings and weekends may be required infrequently (e.g. attendance at community forums or meetings) for which flexible working hours can be negotiated with manager.
- Regular travel required
- Current NSW Driver's Licence

- Comprehensively insured motor vehicle
- National Police Check
- NSW Working with Children Check Clearance

ACCEPTANCE OF POSITION

I hereby accept the position as outlined in the above points and agree to abide by the HPC values, policies and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken in this position. This is not intended to be an exhaustive list and is not exclusive of additional responsibilities that may arise from time to time.

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Signature

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Print Name

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Date

Position approved by: Katrina Delamothe, July 2021