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|-----------------------------------|--|---------------------|--------------------------------------|
| <b>Position title</b>             | Vocational Specialist  | <b>Reference</b>    | Functional Recovery                  |
| <b>Award &amp; Classification</b> | SCHADS Award Level 7]  | <b>Tenure</b>       | Refer to Letter of Engagement        |
| <b>Hours</b>                      | Refer to Letter of Engagement  | <b>Reporting to</b> | Program Manager Community Engagement |
| <b>Location</b>                   | headspace Darwin   | <b>Program</b>      | Individual Placement Support (IPS)   |
| <b>Section</b>                    | Mental Health  | <b>Cost Centre</b>  | 3420                                 |
| <b>Approved</b>                   | Jade Gooding   | <b>Date</b>         | 1 <sup>st</sup> September 2017       |
| <b>Comment</b>                    | Anglicare NT is the lead agency for headspace Darwin. This position is a full-time contract position for 9 months (maternity leave). |                     |                                      |

## AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

## PURPOSE OF THE POSITION

As a Vocational Specialist with **headspace** Darwin you will provide Individual Placement & Support (IPS) and vocational services to young people with mental illness. The IPS model integrates employment and vocational support with clinical mental health and vocational support and focuses on individual needs of people with mental illness who are seeking to remain in education or employment. The position will work closely with other public and non-government organisations to achieve the best outcomes for young people registered with headspace Darwin.

**headspace** Darwin has been selected to deliver the Individual Placement Support Trial under the Disability, Mental Health and Carers Programme. The Australian Government's Individual Placement and Support (IPS) Trial will comprise of a national trial of the IPS model of vocational assistance for young people with mental illness up to the age of 25 years old and will run until June 2019, with the hope of extending the project into the future.

Under the IPS trial, vocational specialists will be fully integrated into the headspace multidisciplinary team. They will provide career development advice and vocational employment assistance to young people with mental illnesses up to the age of 25 years, in coordination with the headspace clinical teams.

The Vocational Specialist will be committed to the mission and embody the values of Anglicare NT and support core business by providing service, guidance and advice within the position's speciality area.

## POSITION SPECIFIC REQUIREMENTS AND QUALIFICATIONS

The minimum qualification required is a recruitment, human resources, organisational development or equivalent relevant field and will be experienced in delivering employment outcomes for young people.

### Personal Attributes

Vocational Specialists will have a flexible, positive and innovative approach to delivering vocational services to young people. They will be solution focused and follow the principles of recovery oriented mental health practice. Vocational Specialists will take an evidence based approach to their work, be willing to develop networks and foster relationships with a range of stakeholders including employers, training and educational institutions, families and young people. They will have an interest in supporting and working with young people and will be known as “engagement experts”.

### General Duties and Responsibilities

- Facilitate and coordinate "Strategic Think Tanks" to include the Young Person, their carer/friend/or family member and the young person's mental health clinician.
- Co-develop a Vocational Plan with the young person and their systems of support. These plans will focus on competitive employment and the participant's preferences as well as their interests, strengths, experiences and skills.
- Co-develop a resume, a LinkedIn page and engage together in rapid job search utilising a variety of online and traditional employment search networks.
- Assertively engage with employers based on participant's interests and help facilitate contacts based upon the vocational plan.
- Be accessible and available via work telephone or email communication to provide support in their employment or at their place of employment if appropriate.
- Provide education, support and training to the young person's employer and will provide day-to-day supportive contact as required to ensure a successful and sustainable placement.
- Deliver individual and group services which may include vocational assessments, training and skills development that are consistent with Uniting Recovery values and quality standards and the Principles of Individual Placement Support.
- Work as part of a multidisciplinary team to achieve the best possible outcomes for the young person and their families.
- Provide services that are evidence based and solution focused for young people commencing employment for the first time or returning to employment.
- Provide services that are consistent with contractual and legislative requirements.
- Ensure all administrative requirements are adhered to including written reports and record keeping via the Minimum Data Set and the Electronic Medical Record in MasterCare. Maintain and report statistics relating to the provision of vocational services.
- Develop relationships with key agencies and organisations including liaising with local Centrelink officers to facilitate positive and effective relationships.
- Participating in and delivering professional development, case review meetings and training as required.

## REQUIREMENTS

1. Vocational Specialists have a Human Resources/Employment background and will have at least one to two years experience in delivering employment outcomes for young people. If you do not currently have a qualification you must be willing to undertake relevant studies.
2. Northern Territory Working with Children Clearance (Ochre Card)
3. National Police Criminal History Report (less than 3 months old) with acceptable outcome
4. First Aid Certificate or willingness to obtain within 3 months
5. Northern Territory Drivers Licence

## KEY SELECTION CRITERIA

1. Knowledge or experience in employment services or other occupational rehabilitation fields or experience working with young people in gaining employment.
2. Exceptional interpersonal and communication skills including the ability to develop and maintain relationships with key stakeholders.
3. Have a solutions-focused innovative approach to practice which links to sustainable employment solutions.
4. Intermediate computer skills including intermediate typing skills.
5. Demonstrated experience in evidence based vocational assessments and interventions.
6. Excellent organisational and administrative skills including ability to work to schedules and deadlines.
7. Prior experience or at a minimum demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities, staff and Aboriginal Controlled Organisations.
8. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT policies and procedures and a commitment to EEO, WHS, Risk Management and Quality Improvement practices.

## HIGHLY DESIRABLE -

1. A detailed understanding of the barriers to employment and the effects of unemployment.
2. Knowledge of relevant legislation including anti-discrimination, equal opportunity employment opportunity, occupational health and safety, privacy and freedom of information and relevant work cover legislation

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

### 1. Accountability: Vocation and Employment Support

#### Responsibilities:

- Coordinate services to ensure roles are complimentary and not duplicated
- Ensure the clinical teams are aware of the participants goals and plans
- Gather clinical input for the participants employment or education/training plan; and
- Make appropriate referrals
- Job coaching, application assistance and interview techniques

### 2. Accountability: Experience working with young people and mental health clinical teams

#### Responsibilities:

- Assistance to navigate mental health and community support services; and
- Assistance to use services and Centrelink systems, including accompanying participants and advocating for them at appointments and assessments

### 3. Accountability: Liaise with employers and education training providers to create a sustainable service

#### Responsibilities:

- Create real opportunities that align with the participants goals
- Provide on the job support to assist the participant to maintain their placement
- Provide support to employers and educators/trainers and participants if circumstances change, such as if the person has an episode with their mental illness
- Build a network with employers

#### **4. Other Duties and Requirements**

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- Model Code of Conduct behaviours by working cooperatively and effectively with colleagues and other staff
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Support activities related to Anglicare NT's Reconciliation Action Plan including participating in Aboriginal and Torres Strait Islander Cultural competency training and activities.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as may be directed from time to time
- This is an active role requiring overall good health and involves interacting with energetic young people.

#### **DELEGATION OF AUTHORITY**

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).