

Information Package

Vocational Specialist

Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We have a strong positive workplace culture, and were awarded *2017 NSW Business Chamber Regional Business of the Year* and *2017 NSW Business Chamber Statewide Employer of Choice*.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

If you have any questions after you have read this document, please refer them to Human Resources via email hr@marathonhealth.com.au or on 02 6338 1100.

Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Time and resource support for clinical supervision (if required);
- Support and learning opportunities that come from working in a multi-disciplinary team; and
- Dynamic working environment with both clinical and project work.

Position Advertisement

VOCATIONAL SPECIALIST

Dubbo, Full Time (37.5 hours per week)

Be part of an exciting new Individual Placement and Support (IPS) Trial which aims to improve the educational and employment outcomes of young people (up to 25 years) with mental illness. Working closely with the headspace Dubbo team and external stakeholders, you will assist young people transition into employment, and provide ongoing mentoring and post placement support.

This position requires the ability to build and maintain stakeholder relationships, and prior experience in vocational services and/or youth mental health. Successful applicants must hold, or be able to obtain, a Working with Children Check.

Salary is negotiable on experience and qualifications. These roles will be offered on contract, initially till 30 June 2019.

Applications close at 9am on Monday 19 February 2018.

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Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. All applications require:

1. A Cover Letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)
3. Resume/Curriculum Vitae (CV) that should include:
 - a. contact details including telephone number and email address
 - b. education/qualifications
 - c. an employment history summary including (for each position):
 - i. the employer
 - ii. start and finish dates
 - iii. your position/title
 - iv. your responsibilities and achievements in the position
 - d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

Submitting your application

Applications should be submitted via email (by the closing date and time) to:

hr@marathonhealth.com.au

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Position Description

Position Title	Vocational Specialist
Location	Dubbo headspace
Reports to	Child and Youth Mental Health Services Manager
Hours	As per employment contract
Conditions of Employment:	<ul style="list-style-type: none"> • Western NSW Medicare Local Enterprise Agreement 2013 • Marathon Health Policies and Procedures • Police Check • Working with Children Check • Position Description • Letter of Offer
Incumbent	Vacant
Contract Period:	To 30 June 2019

Purpose of the Role

The Vocational Specialist will work as part of the headspace Dubbo team and with external stakeholders to assist young people transition into employment, and provide ongoing mentoring and post placement support.

The Individual Placement Support (IPS) Trial aims to improve the educational and employment outcomes of young people with mental illness up to the age of 25 years who are at risk of disengaging and who are at risk of long-term welfare dependency.

Key Relationships

The Vocational Specialist reports to the Child and Youth Mental Health Services Manager. They may take daily direction from the Senior Vocational Specialist.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Assist in the development and implementation of the Individual Placement Support (IPS) Trial in headspace Dubbo, and servicing the SA3 area.
- Take referrals from headspace staff and service partners in relation to young people aged 15-25 years experiencing mental health issues who require supported transition into employment.
- Develop employment transition plans for individuals which address barriers to accessing and maintaining employment consistent with the individual's interests, skills, experience and capabilities.
- Assist with the development of an effective referral and timely feedback system between service providers.
- Support data collection and record keeping in line with program and organizational standards.
- Work in collaboration with the external evaluator for project evaluation.
- Develop and maintain strong networks and communication pathways with service providers, including mental health and vocational service providers and employers.
- Ensure compliance with the IPS Practice Principles and the Fidelity Framework.

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Other Duties

- Demonstrate a commitment to Marathon Health's ICARE values.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Respect confidentiality in line with the *Privacy Act 1988* and related policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Undertake other duties commensurate with the role as required.

Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia with no restrictions.
3. Valid Driver License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____ Date _____

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Selection Criteria

Essential

- Relevant tertiary qualifications (minimum Certificate IV level); or equivalent work experience.
- Demonstrated ability to build relationships with and engage key community and agency stakeholders.
- Demonstrated experience in the vocational services and/or youth mental health sector.