

Position Description

Position Title:	Vocational Specialist - Individual Placement Support (IPS)
Classification:	Stream D - Direct Service Delivery, Band 1

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 education, provide ongoing mentoring and post placement support.

The Individual Placement Support (IPS) program 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 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.
- Take referrals from headspace staff and service partners in relation to young people aged 12-25 years experiencing mental health issues who require supported transition into employment.
- Develop employment and education transition plans for individuals which address barriers to accessing and maintaining employment/education 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..

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- 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.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

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 fulfil 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 _____

Print Name _____

Selection Criteria

Essential

- 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.
- Sound computing skills, particularly with MS Office.
- The ability to work within a team, as well as independently.