

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: Youth Vocational Specialist – headspace Bendigo

Award:	Community Health Centre (Stand-Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification:	Dependent on skills and qualifications
Site:	headspace Bendigo – 78-80 Pall Mall, Bendigo however may be required to work from any BCHS’ site or outreach locations as negotiated
Hours per fortnight:	76 hours per fortnight (1.0 FTE)
Tenure:	Fixed Term to 30 June 2025
Position description developed:	June 2024
Responsible to:	Senior Leader headspace Bendigo

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable, and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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headspace is the National Youth Mental Health Foundation providing early intervention mental health services to young people between the ages of 12 and 25. headspace's vision is to improve young people's mental health, social and emotional wellbeing through the provision of high quality, integrated services when and where they are needed.

headspace

Bendigo commenced operation in July 2011 with Bendigo Community Health Services (BCHS) as the lead agency and with the support of seven local agencies who form the headspace consortia.

About IPS

Individual Placement and Support (IPS) aims to improve the educational and employment outcomes of young people with mental ill-health. IPS integrates vocational support 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. The IPS program is currently funded by the Department of Social Services until June 2025.

Position Role

- Deliver a high-quality IPS work and study program for young people attending headspace in line with IPS Fidelity requirements at all times.
- Provide individualised vocational support for young people with mental ill-health to gain meaningful and sustainable employment or education.
- Work as a part of a multi-disciplinary mental health team to support young people with mental ill-health.
- Manage caseloads of up to 20 young people with mental ill-health at any given time.
- Promote the IPS work and study program to a broad range of employers, education providers, community organisations and public.
- Develop and maintain partnerships with external organisations that increase access to employment and educational opportunities for young people.
- Attend networking meetings and appointments with employers, community service organisations and education providers.
- Provide support and education to employers on how to best support young people with mental ill-health in the workplace and develop further opportunities for ongoing work placements.
- Develop and deliver training workshops to headspace clinical staff, community groups and other organisations to promote the IPS work and study program.
- Attend headspace clinical allocation and review meetings to promote the IPS work and study program to staff and provide feedback on the progress of young people.
- Complete continuous IPS and vocational recovery training as required.
- Complete IPS and funding body reporting requirements.
- Support the development of marketing materials to promote the IPS work and study program.
- Participate in staff meetings, planning forums and other professional development training as required.
- Provide service to young people in community as needed and as per IPS guidelines.
- Perform other duties as directed that are within the limits of the staff member's skills and capabilities.

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Key Selection Criteria

Essential:

1. Knowledge of issues that impact on young people with mental ill-health achieving their work or study goals.
2. Experience working in a role that required developing impactful, results driven business relationships that were KPI driven.
3. Ability to build and nurture effective working relationships at a personal, organisational and community level.
4. Experience using technology, including Microsoft suite of applications (Microsoft Office), Social media platforms and accurate keyboard skills.
5. Experience learning and managing reporting systems, including compliance reporting requirements.
6. Ability to work in a team and autonomously to achieve impactful outcomes.
7. Knowledge of the principles of Individual Placement and Support model of employment support.
8. Personal attributes:
 - a) Empathy - ability to understand and empathise with young people, their families and supporters.
 - b) Flexibility - ability to work flexibly in response to young people's changing and emerging needs.
 - c) Learning focused - ability to build learning and continuous improvement into your work.
 - d) Confidence - the ability to engage confidently with young people, other staff, employers, education providers and community members.
9. Current Working with Children Check and Current Driver's Licence.

Desirable

1. Experience providing career planning advice to young people.
2. Experience in employment services, vocational rehabilitation, career development or a related field.
3. An understanding of the IPS model.
4. Experience working with people who are experiencing mental ill-health.
5. Eligible for registration with the Career Industry Council of Australia (CICA)
6. Knowledge and understanding of relevant government programs and policies in relation to education and employment, particularly how they relate to young people.
7. Experience developing employer relationships and supporting jobseekers into work or study.

Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant branch and team plans and the following performance indicators.

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Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to at least the minimum level required by the funder.
- Demonstrate positive outcomes for clients through your intervention.
- Show evidence of an integrated service delivery approach for clients.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect that BCHS aims to treat all people with respect, values diverse perspectives and participates in diversity training opportunities.

Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS' strategic directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

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Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment. BCCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

Child Safety:

BCCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children to reach their individual potential.

Other Essential Requirements

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination status information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCCHS believes that “Quality is everyone’s business, safety is my responsibility”

Co-operate with and contribute to BCCHS' Occupational Health and Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- Salary Packaging is available to the successful applicant.
- BCCHS' Employee Assistance Program is available to employees and immediate family.
- BCCHS is an Equal Opportunity Employer.
- All BCCHS sites are smoke free workplaces.
- BCCHS has a commitment to environmental sustainability.