

<b>Position title</b>	Vocational Specialist	<b>Reference</b>	Functional Recovery
<b>Reporting to</b>	Centre Manager (Primary)	<b>Location</b>	Darwin
<b>Division</b>	Mental Health	<b>Section</b>	headspace Darwin
<b>Approved</b>	Executive Manager Mental Health	<b>Date</b>	2 August 2019

## Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

## Purpose of the Position

As a Vocational Specialist you will provide Individual Placement & Support (IPS) services to young people engaged with a clinical team at headspace Darwin. In collaboration with the young person's clinician, you will support young people between 15 and 25 to improve their educational and employment outcomes to gain rapid, competitive and meaningful employment as well as career development. You will assist young people who are not engaging in employment or education and are at risk of long-term welfare dependency. The position will work closely with other public and non-government organisations to achieve the best outcomes for young people who are supported by headspace Darwin.

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 specialty area.

## Selection Criteria

### Position specific requirements:

1. A qualification or extensive experience in recruitment, human resources or organisational development (or equivalent relevant field).
2. Knowledge or experience in employment services or other occupational rehabilitation fields and experience working with young people in gaining employment.
3. Exceptional interpersonal and communication skills including the ability to develop and maintain relationships.
4. Have a solutions-focused innovative approach to practice which links to sustainable employment solutions.
5. Excellent organisational and administrative skills including ability to work to schedules and deadlines.
6. 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.

### General Criteria:

1. Vocational Specialists 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.
2. Vocational Specialists take an evidence-based approach to their work, are 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.
3. Vocational Specialists will have a detailed understanding of the barriers to employment and the effects of unemployment.

## Key Responsibilities

1. Accountability: Provision of vocational services and employment support

### Responsibilities:

- Provide job coaching, assistance with resume's, job applications and interview readiness skills.
- Provide on the job support to assist young people to maintain their placement.

- Provide support to access services and navigate Centrelink systems, including accompanying young people and advocating for them at appointments and assessments.
- Coordinate services to ensure roles are complimentary and not duplicated.
- Complete all relevant documentation, including assessment forms, session notes, and outcome measures related to a young person's' engagement with the IPS program.

### 2. Accountability: Collaboration with clinical teams

#### Responsibilities:

- Maintain regular communication with the young person's treating clinician and ensure all documentation is updated in the electronic medical record.
- Ensure the young person's treating clinician is aware of the participants goals and plans.
- Gather clinical input for the young person's employment or education/training plan.
- Make appropriate referrals to external providers.
- Attend all clinical review meetings where mutual young people are discussed.
- Attend all IPS related meetings.
- Contribute to fidelity reviews as required.

### 3. Accountability: Stakeholder Engagement

#### Responsibilities:

- Liaise with employers and education training providers to create a sustainable service.
- Build relationships and develop a strong network with potential employers, training and educational institutions.
- Create real opportunities that align with young people's goals.
- Provide support to navigate mental health and community support services.
- Provide support to employers and educators/trainers and young people if circumstances change, such as a decline in functioning in a young person's mental health.
- Liaise with internal Anglicare NT and headspace staff and commit to developing a positive work culture.

## General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

## Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).