

Position Description

POSITION TITLE	Vocational Consultant	
DIRECTORATE/SERVICE/PROGRAM	Client Services headspace	
REPORTS TO	Team Leader Ongoing Care	
DIRECT REPORTS	Nil	
CLASSIFICATION: BCYF Enterprise Agreement 2019 SCHCADS Social Worker Level 5	EMPLOYMENT TYPE: Part Time Fixed Term	LOCATION: Geelong

ORGANISATIONAL OVERVIEW

Barwon Child Youth & Family's (BCYF) vision is for 'a community where people are safe, connected and empowered to live well.'

BCYF is an independent, not-for-profit community service organisation that provides, delivers and develops services, where the need exists, that advance the rights and well-being of children, young people and their families.

BCYF has a breadth of services ranging from prevention and early intervention, to complex care, which are delivered via a significant client services platform. BCYF is also the parent company of its subsidiary 'BAYSA', a registered housing provider of a range of accommodation and community support programs.

Governed by a Board of Directors and supported by an experienced leadership team, BCYF employs more than 300 staff and is committed to achieving its strategic priorities of service excellence, social impact and organisational sustainability. BCYF is committed to providing a safe and friendly environment for children and young people.

BCYF is an equal opportunity employer and encourage individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply. Reasonable adjustments will be made for people with disabilities where operationally viable.

POSITION PURPOSE

The Vocational Consultant, in collaboration with the Senior Vocational Consultant is responsible for supporting the design, implementation and ongoing operation of the Individual Placement Support (IPS) Program.

The IPS program aims to improve the educational and employment outcomes of young people with mental illness up to the age of 25, who are at risk of disengaging from education or employment and who are at risk of long-term welfare dependency.

The Vocational Consultant will work as part of the headspace Geelong multidisciplinary team to assist young people to transition into employment, and provide ongoing mentoring and post placement support.

This role will support headspace clients in the headspace Geelong catchment and may include travel in the region.

The role requires an experienced and highly motivated individual who can effectively engage, liaise and negotiate competing demands and achieve deliverables within timelines and to the required service standards outlined in the IPS fidelity model.

KEY ACCOUNTABILITIES & DUTIES

Key Accountabilities & Duties

Measurable Outcomes

Service Excellence

- Provide evidence based vocational support to young people with mental illness, eligible for headspace Geelong services
 - Work collaboratively and effectively with the headspace team to support young people accessing services at the headspace Geelong sites.
 - Actively communicate and share knowledge with other headspace team members to ensure quality services.
 - Provide thorough assessment, service planning, service delivery, and episode of care reviews in response to the client's identified vocational training needs and/or employment goals.
 - Manage an active case load of a minimum of 16 young people with a mental illness; liaise with clinical teams, families and employers in an ongoing and professional manner to achieve positive outcomes.
 - Develop and maintain strong networks and communication pathways with service providers, including mental health and vocational service providers and employers.
- *Provide support to young people as per the Centre Practice Manual and Client Access Manual from Engagement through to Exit.*
 - *Demonstrate maintenance of client assessment, service planning, service delivery, episode of care review and service transition and exit support in client's record and in discussion in supervision*
 - *Review of Individual Service Plans, including relevant safety planning.*
 - *Participation in ongoing review of current active caseload in supervision to ensure appropriate client flow through the service*

Client record keeping

- Ensure that client records are maintained in our electronic client database.
 - Ensure headspace minimum data set information is maintained in HAPI and that your allocated client's understand the purpose of HAPI and how it record's a client's progress.
 - Ensure your active client list is maintained and assist team to manage client flow/priority
- *Review in regular line management supervision*
 - *Review HAPI MDS data*
 - *Review active referral lists and maintain timely updates using the Best Practice database*

Client focus

- Assist young people to identify, find and keep competitive employment consistent with their interests, capabilities and vocational goals
 - Assist in the implementation of the headspace Geelong program including service promotion.
 - Provide centre based and outreach support according to client need.
- *Review in annual appraisal*
 - *Review in regular line management supervision*
 - *Demonstrated flexibility and responsiveness to service demand reviewed on a regular basis in supervision*

<ul style="list-style-type: none"> • Identify, liaise with and develop productive relationships with prospective employers. • Develop employment transition plans for individuals (that are inclusive of and work alongside other employment service providers) that address barriers to accessing and maintaining employment consistent with the individual's interests, skills, experience and capabilities. 	
<p>Organisational Accountabilities & Duties</p> <ul style="list-style-type: none"> • Other reasonable duties as directed • Support the development and review of program policies and procedures. • Ensure compliance with the IPS Practice Principles and the Fidelity Framework. • Active involvement in the application of BCYF's quality and risk management frameworks • Comply with the standards of a child safe organisation in both practice and culture • Active involvement in professional development to build theoretical knowledge and practice capability 	<ul style="list-style-type: none"> • <i>Demonstrated participation in continuous quality improvement and risk management activities</i> • <i>Adherence with Child Safe Standards.</i> • <i>Demonstrated participation in professional development activities.</i>

KEY STAKEHOLDERS

- headspace Geelong staff including GP's, Nursing staff, Allied Health employees and contractors
- BCYF Client and Corporate Services staff
- headspace Youth Futures Crew, headspace National Staff, and other relevant local stakeholders
- Individual Support and Placement Program Senior Vocational Specialist
- headspace co-located partners including Catholic Care Empower Youth program
- Local employers and employment service providers
- Local education sector: TAFE, University, Schools and Colleges
- Group Training Companies and Registered Training Organisations

ORGANISATIONAL VALUES & BEHAVIOURS

Our Values	Expected Behaviours
<p>INTEGRITY <i>I am respectful, accountable and professional</i></p>	<ul style="list-style-type: none"> • I treat others with respect. • I demonstrate resilience and contribute to a positive workplace culture. • I reflect on my actions and practices and respond to constructive feedback. • I ensure that the organisational values and behaviours are reflected in my work. • I build strong professional relationships with colleagues, clients and partners
<p>COMMITMENT <i>I am dedicated to achieving positive outcomes</i></p>	<ul style="list-style-type: none"> • I seek continuous improvement and solution based practises and outcomes. • I accept the accountabilities associated with my role and performance. • I embrace new ideas, methods and systems. • I take pride in my work and contribute to positive change. • I adapt when required and am flexible to changes in my role.
<p>INCLUSION <i>I involve colleagues, clients and partners in my work</i></p>	<ul style="list-style-type: none"> • I engage and listen to clients and their families in planning and decision making. • I embrace opportunities to participate in organisational development. • I collaborate positively within my team and across the organisation.

- I share my knowledge, achievements and learnings both internally and externally.
- I recognise the strength that diversity brings to our workforce and community.

OHS RESPONSIBILITIES

The Board of Directors and Executive Management Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients), that is safe and healthy.

BCYF promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, BCYF will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Often
Driving, in & out of vehicles	Often
Walking, climbing stairs, bending	Often
Working alone or at a co-located site	Often
Confrontational/confronting situations <i>(Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Often
Working outside in differing weather conditions	Sometimes
Attending external locations including client homes	Sometimes

A signed pre-existing condition declaration form is required to be completed prior to commencement.

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications and/or extensive experience in the vocational services sector.
- Demonstrated experience working with young people in the vocational services sector and supporting young people with mental health issues to achieve positive outcomes.
- Excellent written and oral communications skills including experience networking and referring clients in a supported process to internal and external services.
- Victorian Driver's Licence
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Have or be working toward knowledge, skills and expertise for the provision of culturally appropriate and socially inclusive services to young people

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- Demonstrated networking and liaison skills with a broad range of service providers, key stakeholders and employers.
 - Demonstrated excellence in written and verbal communication skills and IT skills.
 - Ability to work effectively in a multidisciplinary team environment and work co-operatively to achieve outcomes.

EMPLOYMENT CONDITIONS

Employees are required to read, understand and comply with all BCYF policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the BCYF's Code of Conduct.

BCYF is committed to being a safe and friendly organisation for children and young people and therefore require all employees to undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- *Working with Children Check*
- *National Police Check*
- *International Police Check (if required)*

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have read, understood and agree to comply with the above position description.

Employee Signature:		Date:	
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