



Position Description

Vocation and Education Officer - headspace hYEPP Adelaide

Location: **headspace** Adelaide

Department: **headspace** Services Limited

Level:

Employment Type: Maximum term, Full Time

Approved by: Greg Young

Date Approved: February 2018

Agreed by: _____

Date Agreed: _____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts

- Passionate – We are dedicated to making a difference in the lives of young people and their families
- Responsive – We listen to community needs and deliver on expectations to achieve great results

4. PROGRAM CONTEXT

headspace Adelaide is operated by **headspace** Services Limited (a subsidiary of **headspace** National Youth Mental Health Foundation). **headspace** Adelaide consists of a **headspace** Centre and the South Australian **headspace** Youth Early Psychosis Program (hYEPP).

headspace Adelaide is operated by **headspace** Services Limited (a subsidiary of **headspace** National Youth Mental Health Foundation). **headspace** Adelaide consists of a **headspace** Centre offering standard **headspace** services to young people who are referred or present to the service seeking assistance, and the Adelaide hYEPP.

The hYEPP will ensure provision of timely, accessible, recovery focused care based on the Early Psychosis Prevention and Intervention Centre (EPPIC) model of care.

headspace centres aim to create highly accessible, youth friendly, integrated service hubs that provide evidence based interventions and support to young people aged 12–25 years. **headspace** Adelaide will deliver services comprising mental health, alcohol and other drugs, primary care and vocational services. The aim is to improve outcomes for young people by addressing the major barriers for service use, and enabling better access to, and engagement in, early intervention services that provide holistic and integrated care.

The hYEPP will ensure provision of early intervention, responsive, and recovery focused care for young people aged 12 – 25 years who are at risk of or experiencing a first episode of psychosis based on the EPPIC model of care.

The overall aims of clinical care within the hYEPP service are:

- To detect early those young people who are experiencing, or at risk of, a first episode of psychosis.
- To reduce the duration of untreated psychosis in young people with psychosis in order to minimise the impact of psychosis on the normal developmental trajectory of the young person.
- To intervene early and effectively with young people at risk of a first episode of psychosis to prevent the onset of psychotic illness.
- To provide timely, seamless access to service for young people at risk of, or experiencing psychosis and their family/significant others.
- To enable both symptomatic and functional recovery from a first episode of psychosis.

Within Adelaide hYEPP, the Functional Recovery Program (FRP) will focus on the improvement of interpersonal, psychosocial and vocational functioning and the prevention of loss of functioning for young people receiving care. Early functional and vocational recovery plays a pivotal role in preventing the development of long-term functional deficits and negative symptoms, with an emphasis on early interventions which specifically address psychosocial recovery.

5. POSITION CONTEXT

Functional Recovery is a crucial component of hYEPP, and activities aimed at achieving functional recovery will occur across various parts of the program. Activities within the functional recovery component aim to restore or maintain the normal functional trajectory of the young person.

The Vocation & Education Officer reports to the Functional Recovery Team Leader and is a key part of the Functional Recovery Team.

6. POSITION SUMMARY

The Vocation & Education Officer will provide vocational and educational services to young people who are referred for employment and education placement and support as part of their care at **headspace** Youth Early Psychosis Program (hYEPP).

The Vocation & Education Officer will work in conjunction with other staff to support young people to gain employment or to enrol or continue further education. Additionally, the Vocation & Education Officer will liaise with local employers, training agencies, education providers and health professionals to ensure ease of access and smooth transition across a range of employment and educational opportunities for young people.

The overall aims of vocational interventions for young people seen by the Vocation & Education Officer are to minimise the impact of their mental health on their normal developmental trajectory and to promote and enable recovery beyond management of symptoms.

7. KEY RESPONSIBILITIES/OUTCOMES

- Deliver vocation and education support that includes career planning and advice, development of job seeking tools and resources and support group facilitation and training session.
- Provide mentoring to young people participating within a work placement based program
- Provide referrals to and liaise with external service providers.
- Engage with clinical care practitioners to provide holistic integrated support for the young person when required.
- Complete vocational assessments and co-design vocational plans with the young person, incorporating input from family, friends and the multidisciplinary team.
- Work closely with the multidisciplinary team at the headspace centre to provide integrated and holistic care to young people, including active participation in case review meetings.
- Maintain appropriate records including the collection of all essential data.
- Participate in supervision.
- Participate in ongoing planning, development and implementation of the service.
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Contribute to the design and collection of information on outcomes for young people and families.
- Contribute to other areas of service provision with the functional recovery team as required
- Other duties consistent with the position where required and/or requested

8. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

a. Essential

- An intrinsic determination to advocate, guide and support young people in their pursuit of valued work and study opportunities.
- Qualifications in a relevant or a related discipline.
- Demonstrated experience in related work and study assistance including; career guidance, vocational assistance, recruitment or employment services.
- Proven vocational skills developed through working with vulnerable young people.

- Working knowledge of the common mental health issues experienced by young people.
- Working knowledge of the employment services environment including Centrelink, DES and Job active providers.
- Strong organisational and case management skills.
- Experience with training delivery and/or supporting a trainer in the facilitation of group workshops / sessions.
- Proven track record in building and maintaining effective working relationships with a range of stakeholder that include employers, educational institutions and community service providers.
- Proven ability to engage and build trust with a wide variety of young people from different backgrounds.
- Computer skills including word processing, spreadsheets and database applications.

b. Desirable

- Experience or knowledge in the delivery of group work and/or training
- Experience in the Not for Profit and/or public health sector.
- A broad understanding of the mental health service system in Australia.

Other role requirements:

- Appointment is subject to a current DCSI Working with Children Clearance
- Current driver's license and access to their own vehicle. Mileage is reimbursed by **headspace** Services Limited.
- 6 month probationary period and an Annual Performance Review and Development plan.
- Some flexibility will be required to work after hours including weekend and evening and interstate/intrastate travel may be required
- Approved qualifications and current eligibility to work in Australia

9. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognizant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times