



Position Information

Position	headspace Berri Vocational Specialist
Eligibility	Open to internal and external applicants
Working Location	Berri, South Australia
Classification	Services Level 3
Job Status	Part Time, Up to 0.5 FTE
Pay (per annum)	\$72836- \$77988 p.a (pro rata + Super + Salary Packaging)
Applications Closing Date	5pm, 20 th January 2025

About Us

Thank you for your interest in applying for the position of headspace Berri Vocational Specialist with FocusOne Health. FocusOne Health is a purpose led, Not for Profit, organisation with strong organisational values and culture. To find out more about our organisation, please visit www.focusonehealth.com.au/about

About the Role

The headspace Berri Vocational Specialist will work in conjunction with other headspace Berri staff to support young people to gain employment or to enrol and/or continue further education. Additionally, they 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 headspace Berri Vocational Specialist will use their knowledge and expertise in the employment sector, combined with understanding, skills, and interest in the youth mental health field to minimise the impact of their mental health issue on the normal developmental trajectory and to enable recovery from their mental health issue.

FocusOne Health offers a supportive environment, working with a team of dedicated professionals to support your career development. Access to significant Professional Development opportunities is available.

We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

The successful applicant will be remunerated in accordance with FocusOne Health's EBA dependent on skills, experience, and qualifications. We offer flexible terms and conditions and attractive salary packaging arrangements. For more information about salary packaging, please visit [Discover salary packaging - Community Business Bureau \(cbb.com.au\)](#).

Comprehensive onboarding and induction to the role will be provided to the successful applicant.

We reserve the right to appoint to the role prior to the application closure date.

How to Apply

Applicants are required to address the Selection Criteria of the Job Description below in their cover letter in order to be considered.

Your application addressing the selection criteria and current resume, including contact details for 3 referees, are to be emailed to info@focusonehealth.com.au

Further information can be obtained by contacting Gemma Nickolai, headspace Berri Centre Manager Position of Line Manager at FocusOne Health on (08) 8582 3823.

Immunisation

FocusOne Health strongly encourages its employees to be fully vaccinated to protect their health and that of our clients and their family and friends.

Pre-employment Screening

If you are selected for an interview, copies of the documentation outlined below will be requested at the job interview. If these documents are not available by the interview date, this can be discussed on the day.

Criminal History Assessment

In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the successful application will be required to attain appropriate criminal and relevant history screening assessment / criminal history check. The following checks will be required for this role:

- National Police Clearance
- Working with Children Check – DHS

Certificates & Licences

- Evidence of Safe Environments for Children and Young People Training
- Copy of Drivers Licence
- Copy of Car Registration
- Copy of Comprehensive Vehicle Insurance

Position Details	
<p>Position Title: headspace Vocational Specialist DGP3</p> <p>Fulltime Equivalent (FTE): 0.5</p>	<p>Date approved: 16/12/2024</p> <p>Status of employment: Refer to 'employment letter of engagement'</p> <p>Location: Refer to 'employment letter of engagement'</p>
Position Context	
Lead Organisation Overview	FocusOne Health is a locally run not for profit organisation providing a range of programs and services that aim to raise awareness and improve health outcome of the community. Working in partnership with a broad range of organisations and service providers to deliver integrated and coordinated health services to the community (including General Practice, medical specialists, allied health services and state government health services). An integrated approach is taken to support individuals in prioritising their health and wellbeing.
headspace Overview	headspace is the national youth mental health foundation for 12-25 years. headspace Centres are funded through lead agencies across Australia. FocusOne Health is the lead agency for headspace Berri. headspace is funded to provide mental health, physical health, sexual health, alcohol & other drug support and vocational/educational support.
Job Purpose Statement	<p>The Vocational Specialist will provide specialised vocational and educational services to young people who are referred for employment and education support as part of their care at headspace.</p> <p>The Vocational Specialist will work in conjunction with other staff to support young people to gain employment or to enrol and/or continue further education. Additionally, they 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.</p> <p>The incumbent will require knowledge and expertise in the employment sector, combined with understanding, skills, and interest in the youth mental health field.</p> <p>The overall aims of vocational interventions for young people seen by the Vocational Specialist are to minimise the impact of their mental health issue on the normal developmental trajectory and to enable recovery from their mental health issue. The role involves the provision of specialised, evidence-based education and vocational interventions consistent with the headspace service delivery model.</p>
Reporting Relationships	<p>Line Management: Reports through the headspace Berri Centre Manager.</p> <p>Is accountable to the Board of Management of the FocusOne Health Inc. (through the organisational management structure).</p>

	<p>Clinical Accountability: Seeks leadership, advice and support for clinical matters from the headspace Clinical Services Lead.</p>
Working Relationships	<p>Participates in and actively contributes in regular Team Meetings and 1:1 meetings with Manager.</p> <p>Is a member of the multi-disciplinary headspace Berri team and is expected to liaise, support and assist members of the headspace team and the wider FocusOne Health team.</p> <p>Consults and collaborates with other health care professionals, both within the organisation and the community, including headspace National work and study program, to ensure optimal client outcomes.</p>
Line Management Responsibility	Nil
General Expectations	<p>Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.</p> <p>Maintains confidentiality and operates within the Information Sharing Guidelines.</p> <p>Participation in Performance Development Reviews every 12 months</p> <p>FocusOne Health is a smoke free workplace</p>
Immunisation Requirements	<p>FocusOne Health strongly encourages that employees for this position provide confirmation of their immunity status.</p> <p>This role is identified in accordance with the FocusOne Health Immunisation Policy as Category B – Indirect contact with blood and body substances. These staff rarely have direct contact with blood or body substances. These staff may be exposed to infections spread by the airborne or droplet routes but are unlikely to be at occupational risk from blood borne diseases.</p> <p>FocusOne Health strongly encourages employees for this position provide confirmation of up-to-date COVID-19 vaccination, with a COVID-19 vaccine approved by the Therapeutic Goods Administration (TGA), prior to commencement of employment.</p>
Special Conditions	<ul style="list-style-type: none"> • AQF Level 6 qualification or above in vocational services, employment services, career development, education, youth work or have relevant transferrable experience. • Some out of hours work may be required for which time off in lieu is to be taken • Travel throughout FocusOne Health’s catchment, with occasional intra-state trips (to Adelaide) and inter-state travel will be required. • A current South Australian Driver’s Licence is essential, and use of comprehensively insured personal motor vehicle will be required, for which there will be mileage remuneration in line with Enterprise Agreement and FocusOne Health policy. • In accordance with the South Australian Child Safety (Prohibited Persons) Act 2016 and the Children and Young People (Safety) Act 2017, the attainment of both a <i>National Police Clearance</i> and a <i>Working with Children Check</i> is required prior to commencing employment.

Key Responsibilities – headspace Clinician PO1		
Accountability	Key Activities and Outcomes (What is to be achieved-responsibilities and duties)	Key Performance Indicator (This is the measurement criteria for how each accountability/responsibility is achieved)
		Outcomes
1. Service Delivery	<p>The headspace Vocational Specialist provides specialised vocational and education services based on the individual to young people, specifically:</p> <ul style="list-style-type: none"> • Work with a caseload of young people from the headspace centre who require assistance to enter into or return to employment and/or education by assessing their individual vocational and educational support needs, which may include assistance with employment benefits, support networks both internal and external to headspace. • Work closely with the multidisciplinary team at the headspace centre to provide integrated and holistic care to young people. • Proactively engage and work with employers to open up employment opportunities for young people who are experiencing a mental health issue. • Explore and develop partnerships with other community-based organisations, such as local education or training providers who may be able to assist young people to achieve their vocational goals. • Delivering group-based skill building assistance including study skills, job searching, job applications and interview preparation. • Undertakes the delivery of vocational and education sessions in schools and other settings as required. • Participates in community engagement activities, some of which may be after hours. • Represents headspace Berri at community events and local network meetings. • Maintains appropriate case notes, records and data as required. • Ensures service provision to ATSI, CALD and LGBTQI community members is culturally safe and appropriate. • Adopts best practice and keeps up to date with • Maintains a high level of communication with and between stakeholders involved in the young person’s care. 	<ol style="list-style-type: none"> 1. Complete vocational and education plan, in collaboration with the young person, their family and their multidisciplinary team at headspace. 2. Explore and develop partnerships with other community-based organisations, such as local education or training providers who may be able to assist young people to achieve their vocational goals. 3. Timely case notes, records and data as required. 4. A caseload will be maintained as determined by program work instructions and in consultation with Line Manager 5. Good communication flow and collaborative care is delivered. 6. Strong adherence to organisational processes and procedures. 7. Uniqueness of the young person is understood and fostered. 8. Opportunity for real choice is afforded to all clients 9. All individuals are treated with Dignity and Respect 10. Client and group appointments booked in MC diary. 11. 75% of active clients have a subsequent appointment booked all times 12. 100% Collection of prescribed outcomes measures per the Minimum Data Set via hAPI (for groups and 1:1 sessions). 13. >80% of clients are satisfied with the care provided 14. 100% collection of demographic and cultural information for each client 15. 100% of group programs delivered are accompanied by an approved project plan or scope and have a written evaluation. 16. Any other data will be collected as required by the headspace Berri Annual Plan.

<p>2.Continuous Quality Improvement</p>	<p>The Vocational Specialist assists with the implementation of continuous quality improvement and assurance activities within FocusOne Health's quality assurance framework and supports the promotion of FocusOne Health's services.</p> <ul style="list-style-type: none"> • Upholds clinical governance principles that align with all national, state and local standards, particularly the National Mental Health Standards 2010, and include feedback mechanisms, relevant clinical supervision, and performance monitoring and review arrangements. • Participates in team meetings, planning activities, program evaluations and FocusOne Health-wide quality assurance activities. • Contributes to best practice standards of program service delivery through supporting the promotion and implementation of quality management systems, evaluation and reporting. • Provides assistance in the maintenance of data collection systems relevant to the evaluation of programs. • Participates in ongoing professional development including annual performance reviews, and the development of and review of Key Performance Indicators. • Supports the principles of equal opportunity, fairness, honesty and respect and fosters WH&S in the workplace. • Work and study support delivered in the context of the Contracted Services Scheduled between CSAPHN and FocusOne Health and in conjunction with FocusOne Health's Policy, Procedures, Work Instructions, and Templates and Forms. 	<ol style="list-style-type: none"> 1. Demonstrates commitment to the objectives of the team and organisation and shows considerable drive and effort in achieving work and organisational goals. 2. Participate in the implementation of new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team and in line with organisational goals. 3. Engages positively and professionally with FOH management, staff, the people we work with and stakeholders. 4. Actively participates in the Safety and Quality initiatives of the organisation including but not limited to: <ul style="list-style-type: none"> • Community of Practice processes with reflections on how this informs practice • Integrates learnings and recommendations from clinical file audits into practice. • Actively reports critical incidents and 'near misses' as per critical incident reporting procedures and participates in clinical incident processes • Participates in customer feedback initiatives, supporting clients to understand how their input is used to inform safety and quality of the organisation 5. Actively engages in organisational mental health accreditation, understanding standards and implementing adherence to in clinical practice 6. Demonstrates and participates in mandatory and professional learning; sharing with colleagues through sharing learnings and industry updates 7. Displays 'openness' and 'continual positive regard' in conduct 8. Contribute to continuous quality improvement initiatives, reviews and documentation and demonstrates a commitment to same. 9. Presents cases for review at Community of Practice meetings. 10. Evidence of the sharing of practice wisdom and vulnerabilities with peer team. 11. Evidence of contribution to a culture of genuine curiosity, openness and learning within the FocusOne team.
<p>Program Implementation</p>	<p>The Vocational Specialist contributes to the planning, evaluation, delivery and reporting of the headspace program.</p> <ul style="list-style-type: none"> • Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures. 	<ol style="list-style-type: none"> 1. Maintains accurate case notes and necessary forms, relating to service delivery. 2. Ensure that Service delivery complies with the appropriate policies and procedures set out in the Policy and Procedures manual and as per legislative requirements. 3. Demonstrates effective communication including in line with Information Sharing Guidelines.

	<ul style="list-style-type: none"> Assists headspace Berri in working towards a collaborative approach with relevant agencies to ensure effective communication regarding client care and progress is shared with appropriate stakeholders in line with the Information Sharing Guidelines. 	<ol style="list-style-type: none"> Maintains an up-to-date knowledge of FOH services, other associated services and relevant legislative changes affecting mental health service delivery. Collates and reports service delivery data as required in a timely manner. Complete Information Sharing Guidelines online refresher on an annual basis. Provide data for quarterly reports as requested. 100% of person files are up to date in electronic client files (entries within 3 days).
Administrative Duties	<p>Actively undertake administrative duties related to the role and those that support the organisation</p> <ul style="list-style-type: none"> Monitor emails, phone calls and other communications as required. Ability to work under pressure and prioritise workload. 	<ol style="list-style-type: none"> Administrative tasks completed in a timely fashion and tasks are prioritised demonstrating effective time management. Supports other teams and staff in administrative functions to ensure quality Customer Service and Teamwork is demonstrated; including support of key service functions such as reception, office arrangements and positive organisational culture maintained.
Team Work	<p>Actively contribute to the success of FocusOne Health and its culture through effective communication, and by contributing to and facilitating teamwork in all facets</p> <ul style="list-style-type: none"> Demonstrated ability to work independently as well as part of a multi-disciplinary team. Contribute to a team culture where individual members are valued and recognised for their diverse skill sets. 	<ol style="list-style-type: none"> Contributes positively and meaningfully to teams and programs working within. Demonstrate active participation in team planning; ensuring team initiatives are communicated across teams you work within. Display organisational values, role models appropriate conduct and operates within organisational boundaries and systems. Prepare for and participate in regular 1:1s with headspace Berri Centre Manager, utilising the time to report achievements, issues and concerns. Participate in 90-100% of 1:1 meetings and team meetings.
Work Health Safety and	<p>Maintaining and improving the quality in all FOH activities. All activities are implemented with consideration to safe work practices; meeting obligations under WHS legislation</p> <ul style="list-style-type: none"> Contributing to quality in FOH's services and programs by demonstrating initiative, and communication with team members, stakeholders and clients, utilising FOH information management guidelines to record and document Deliver quality outcomes for the community and stakeholders, including participating in internal audits, drills and utilising service improvement request Participates and maintains WHS knowledge and WHS training, including awareness of FOH WHS Risk plan, policies and procedures. Contributes to the Identification and assessment of WHS risk (including identification of hazards); prioritising safety for staff and all others accessing FOH facilities/equipment/services 	<ol style="list-style-type: none"> Work Health & Safety issues and controls implemented. Participation in Internal audits as requested. Participation in drills as required. Utilisation of Service Improvement Request process as necessary. Hazard and Incident reports completed. 100% of incidents and hazards reported within timeframe.

Essential Minimum Capabilities	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to interact well with young people, families, and health professionals across disciplines. • Excellent oral and written communication and interpersonal skills. • Excellent computing and keyboard skills and proven experience with Microsoft Office suite. • Ability to prioritise tasks, set objectives, meet deadlines in a timely manner, and complete tasks to a professional standard. • Able to be self-motivated, enthusiastic, and energetic and adapt readily to change. • Ability to work as a member of a multi-disciplinary team. • A growth-mindset: a commitment to ongoing learning and improving practice. • Ability to exercise initiative, make sound judgements and decisions based on current best practice and organisational policy. • Exercise initiative and judgement in problem solving. • Ability to contribute to a team culture of openness, practice sharing and curiosity. • Experience in the use of electronic client management systems. • Willingness to work with LGBTQI, ATSI and CALD young people to address their mental health issues in a holistic context. • Capacity to advocate, address barriers and engage flexibility with LGBTQI, ATSI and CALD young people.
Experiences	<ul style="list-style-type: none"> • Demonstrated experience in working with young people 12-25 in a vocational or education context. • Demonstrated experience and success at initiating and sustaining collaborative partnerships with a range of organisations within the employment and education system. • Demonstrated experience working collaboratively with young people who are experiencing a mental health issue. • Demonstrated experience in effectively working within a multi-disciplinary team. • Demonstrated experience in responding with care and safety to ATSI, CALD and LGBTQI young people.
Knowledge	<ul style="list-style-type: none"> • An understanding of the issues relating to young people living in a regional community and some of the barriers to securing employment. • Knowledge of local industry employment opportunities as well as local and online employers and education opportunities. • An understanding of ethics and confidentiality issues, particularly in relation to the health and medical professions. • An understanding of and commitment to the principles of multiculturalism, equal opportunity and the legislative requirements of the WH&S Act. • An understanding of cultural issues in working with minority groups of people including Indigenous, LGTBIQ and CALD communities

Qualifications	<ul style="list-style-type: none"> • AQF Level 6 qualification or above in vocational services, employment services, career development, education, youth work or have relevant transferrable experience. 		
Desirable Characteristics			
Experiences and Knowledge	<ul style="list-style-type: none"> • Knowledge of local and regional health services, youth friendly services, and social networks for young people. • Experience in running groups • An appreciation of the long-term goals of FocusOne Health. • Working knowledge of relevant legislation, such as the Mental Health Act, Children, Youth and Families Act and the Welfare Act. 		
Personal Abilities	<ul style="list-style-type: none"> • Ability to be innovative and self-directed. • Skills in public speaking and/or facilitating training. 		
Qualifications	<ul style="list-style-type: none"> • AQF Level 6 qualification or above in vocational services, employment services, career development, education, youth work or have relevant transferrable experience. 		
Organisational Requirements			
Acknowledgement and Approval			
Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff, as necessary. Job and Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.			
Acknowledged by Employee:		Date:	Signature:
Approved by CEO:	Scerina Rasheed	Date:	Signature: