



Position Description

Youth Development Mentor – Individual Placement and Support

Location	Rockhampton
Department	Vocational Services
Award	Social, Community, Homecare & Disability Services Industry Award
Classification	Level 3 or as per negotiation
Employment Status	Full-time

Roseberry Qld delivers the Individual Placement and Support Program under the Disability, Mental Health and Carers' Program. The Individual Placement and Support (IPS) program provides vocational assistance for young people with mental illness up to the age of 25 years through the local headspace Rockhampton service. The specialised vocational and employment support is provided in conjunction with clinical and non-vocational assistance. The objective of the IPS program is to help improve the educational and employment outcomes of young people with mental illness. The results of this program will be used to inform future policy for the delivery of appropriate and targeted vocational assistance for young people experiencing mental health issues.

POSITION SUMMARY

This position will provide Individual Placement and Support (IPS) vocational services to young people with mental illness. Under the IPS program the Youth Development mentor will be fully integrated into the headspace multidisciplinary team. The position will provide career development advice, vocational and employment assistance to young people with mental illness up to the age of 25, in tandem with the headspace clinical team, to ensure young people can achieve and maintain sustainable participation in vocational education and employment.

Key Responsibilities/Outcomes:

- Adhere to the principles of Individual Placement and Support (IPS) when providing vocational support to participants
- Case management of 20 active participants
- Assist young jobseekers to identify their educational and employment goals
- Co-design Career Profiles and individual Vocational Plans with participants, with input from the participant's clinical team
- Provide education, vocation and employment support in conjunction with a participant's clinical team
- Conduct regular job development and job search activities with participants
- Develop a broad range of employer relationships in the local community to ensure suitable job matches, and provide employers appropriate education and support

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- Assist participants to apply for jobs and contact employers
- Liaise with Disability Employment Services (DES) or Jobactive provider where applicable.
- Provide post-placement planning and in-work support to participants as required

RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent Roseberry Qld to the public, community, government, and other organisations.

Reports To:	Vocational Services Coordinator
Indirect Reports to:	Clinical Services Manager -headspace Rockhampton
Internal Relationships	Headspace Rockhampton Team Vocational Services Team
External Relationships	headspace National staff Consortium partner organisations and staff Local youth, health and community service providers and staff Government departments, ministers and staff Other external partners, vendors, providers and key stakeholders

SELECTION CRITERIA

Qualifications and Registrations

Essential

- Demonstrate recovery-focused, person-centred attitude towards people with mental health needs and disabilities
- Experience working with young people with mental health needs or disabilities
- Excellent organisational, time management and problem-solving skills, including the ability to manage competing priorities and meet organisational outcomes
- Ability to work proactively and flexibly to meet individual needs
- Demonstrated ability to develop and deliver person-centred plans and supports
- Ability to work well both independently and as part of a multidisciplinary team
- Demonstrated interpersonal skills and proven ability to build and nurture relationships at a personal, organisational and community level
- Well-developed computer, technology and administration skills
- Strong written and verbal communication skills
- Ability to network effectively with key stakeholders, community organisations, clinical staff and employers

Desirable

- Knowledge or experience in employment services or other social inclusion services
- Knowledge of employment related services, relevant legislation and local labour market trends
- Knowledge of local education providers and the admissions systems
- Completion of a relevant tertiary qualification

Personal Attributes

- High levels of professionalism, confidentiality and discretion.

Position Description – Youth Development Mentor

- Positive and collaborative team player.
- Strong leadership and mentoring skills.
- Adaptability and flexibility to changing work environments and requirements.
- Demonstrated experience and suitability for working directly with vulnerable people

WORKPLACE POLICIES AND PRACTICES

All employees and contractors are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

The position holder must also:

- Maintain a current check for working with young people, as per the relevant state legislation.
- Undergo a current and satisfactory Police Check.
- Maintain a current driver’s licence.
- Participate in annual individual performance reviews and professional development planning.
- Have some flexibility to travel, and to work after hours (including weekends and evenings).

Approved By

M Coats

Date Approved

16 March 2022
