

**POSITION DESCRIPTION – Vocational Specialist****Part 1 – Expectations for Your Role**

Position	Vocational Specialist
Service / Program	Mental Health and Alcohol and Other Drugs
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 4
Reports to	Recovery Team Leader
Effective Date	August 2025

Key Deliverables

- Provide centre-based and assertive outreach support to young people experiencing a range of mental health issues, working within **headspace Eastern Shore** and the **headspace Early Psychosis Program**, under the guidance of the **Community Engagement and Participation Coordinator**.
- Work intensively with young people and their families (where appropriate) to connect them with suitable employment opportunities and ensure ongoing support in those roles.
- Support young people (up to age 25) with mental illness through early intervention to achieve and maintain sustainable participation in vocational education and competitive employment by:
 - Securing employment placements, with a focus on long-term sustainability.
 - Enhancing health and wellbeing.
 - Assisting the Community Engagement Coordinator in building networks and partnerships with key local stakeholders.
 - Improving financial independence and reducing reliance on government benefits.
- Collaborate with clinical staff and external organisations to enhance vocational outcomes.
- Present at clinical meetings and deliver professional development workshops to promote the vocational program internally and externally.
- Provide case management support tailored to individual needs and geared toward competitive employment outcomes.
- Co-design career profiles and individual employment plans with young people, incorporating input from the clinical team.
- Work collaboratively with the broader headspace Primary and Early Psychosis teams.
- Conduct regular job development and job search activities.
- Build and maintain employer relationships to ensure suitable job matches and provide education and support to employers.
- Assist young people with job applications and employer outreach.
- Liaise with Disability Employment Services (DES) or jobactive providers as needed.
- Provide post-placement planning and in-work support.
- Participate in monthly operational and clinical supervision.
- Comply with all statutory and regulatory obligations, including OHS, privacy/confidentiality, and information management requirements as set by headspace Eastern Shore and Each.
- Contribute to continuous quality improvement and support the Service Manager in maintaining hMIF accreditation standards.
- Adhere to Each and headspace Eastern Shore policies and procedures.



- Stay informed about relevant policy developments in health, education, and social services that may impact young people.
- Note: This is a non-clinical role. Vocational Consultants will receive ongoing support from the broader headspace Eastern Shore team.

Skills

- Highly developed interpersonal, verbal and written communication skills.
- Highly developed presentation skills.
- Exceptional organisational and time management skills.
- Excellent computer skills, including proficiency in MS Office and the ability to work from electronic medical records.
- Ability to work independently and cooperatively in a team environment.
- Ability to work flexible hours including evenings and weekends.
- Willingness to learn relevant administrative procedures, including software applications and filing systems.

Experience and Knowledge

- Demonstrated experience in working with young people and/or people experiencing wellbeing challenges.
- Extensive knowledge of issues that impact young people when accessing employment and/or educational opportunities.
- Experience developing good business relationships.
- Demonstrated experience in career coaching or providing sound career-planning support to young people.
- Demonstrated experience in employment services, vocational rehabilitation, career development or a related field.
- Knowledge of the employment services sector, Centrelink, and other state and federal employment initiatives that impact young people.

Qualification/Registrations/Licences

- Tertiary qualifications including relevant professional registration as required and/or experience in employment services, vocational rehabilitation, career development or a related field.
- Current state-based license.

Physical Requirements

- Able to sit at a computer for 6 to 8 hours per day.
- Able to walk up stairs.
- Ability to travel between Each locations.
- Able to lift 3kg's.

**POSITION DESCRIPTION - Employee****Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria**Skills & Behaviours**

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.