



**Recruitment
Information Package.
Assisting you in your application to join
our team.**

www.mmgpn.org.au - (08) 8531 1303



“Building healthy and resilient people and communities”

Vacancy Information:

- Position:** *Individual Placement Vocational Specialist Worker & Individual Placement Vocation Support Worker – Murray Bridge (Multiple Positions)*
- Salary:** *Remuneration will be negotiated depending on skills, experience & qualifications. Additionally, you will be offered a range of outstanding benefits including generous salary packaging options. TOIL & 5 weeks Annual Leave, all of which will significantly boost your overall package.*
- Status:** *Full or Part time considered*
- Closing Date:** *Monday 26th July 2021*

Thank you for your interest in applying for the above position.

headspace Murray Bridge is seeking experienced and passionate vocational workers to join our innovative and hardworking team. Are you driven to achieve positive mental health and vocational outcomes for young people in your community? This is a great opportunity for you to contribute to an organisation with a proven track record in our region.

The IPS Program is a new program for headspace Murray Bridge, and you would have the opportunity to incorporate employment into the recovery and resilience building model for young people as part of our mental health services and programs already offered in our region. Successful applicants will have skills to work with young people and an understanding of the needs of our community whilst working within a reporting framework and meeting key quality targets.

An understanding of cultural diversity, mental health, barriers to employment and education is essential. Applicants with a lived experience of Aboriginal or Torres Strait Islander Culture are strongly supported to apply or contact our office to enquire about suitability to the role. Our organisation champions diverse recruitment and supports all members of the LGBTQIA+ Community and individuals living with disability to apply for this role.

A detailed Recruitment Pack and advice on how to apply can be obtained on our websites headspace.org.au/murraybridge or www.mmqpn.org.au All enquiries to Pia Grantham-Young ; Community Engagement Team Leader on Piag@mmqpn.org.au or phone (08) 8531 2122.

Please be aware that only shortlisted candidates will be contacted. We are an equal opportunity employer and value each person’s uniqueness. We embrace diversity and welcome applications from people of all backgrounds and communities including Aboriginal and Torres Strait Islander people, people of all ages, genders, ethnicities, religions, cultures, sexual orientations, people with lived experience and people with disabilities

This information package contains information about the Murray Mallee General Practice Network, and guidelines on submitting your application.

You will find within this information package:

- ***An overview of the Murray Mallee General Practice Network***
- ***Position Description & role requirements.***

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Murray Mallee
General Practice
Network



How to apply:

Applicants are requested to send a copy of your resume, and application addressing the job and person specifications and forwarded with the names of two current referees, by close of business on **Monday 26nd July 2021** to the Team Leader, Pia Grantham-Young via email piag@mmgpn.org.au

About Us:

Established in 1995 as the **Murray Mallee Division of General Practice**, the organisation has evolved to become the **Murray Mallee General Practice Network**, a primary care provider to the Country SA PHN, and other government and non-government funding bodies. Our current programs have been funded in response to identified needs in the community and services include:

Youth Mental Health:

We are the lead agency for headspace Murray Bridge, headspace Mt Barker and headspace Victor Harbor which provides holistic early intervention services through a range of primary health care providers and consortium partners.

Mental Health Team

Mental Health Clinicians provide from our Adelaide Road offices and through General Practices in outlying communities including, but not limited to Karoonda, Mannum, Taillem Bend and Meningie.

Demography:

The Murray Mallee General Practice Network is based in the major population centre of the region - the Rural City of Murray Bridge. It includes an area of 23,000 square kilometres from the eastern Adelaide Hills through to the Victorian border.

The Princes Highway and rail route from Adelaide to Melbourne pass through the region. The River Murray, Coorong and Murray Mallee areas are significant environmental features.

The general practitioner workforce in the region operates from practices in seven towns, with outreach Clinics to some smaller communities. In addition, there are regular placements of students, registrars, trainees and interns within our practices.

The MMGPN is fully accredited under TQCSI. Our accreditation status is oversights and maintained by our internal Quality, Risk and Safety practices, which aims to build, maintain and support a culture of continuous quality improvement with a proactive approach to risk management and work health & safety.

Murray Mallee GP Network abides by the Ombudsman SA Information Sharing Guidelines (ISG) and ensures all our staff are appropriately trained in the ISG. For further information on the ISG, go to: <http://www.ombudsman.sa.gov.au/isg/>



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Seeking employment with the Murray Mallee General Practice

Network:

Job seekers considering employment with the Murray Mallee General Practice Network should understand that our recruitment process is similar to that of the public sector. This may be different in some respects to the process used in the private sector. This document will help you to understand our recruitment practices.

Broadly speaking, our recruitment is based on the merit principle. Each position has selection criteria, described in the job and person specification. The selection process involves assessing an applicant’s suitability for the position, based on a comparison of their relevant skills, experience and qualifications in terms of the position’s requirements. The person who is best able to demonstrate the match of their knowledge, skills and abilities with the requirements of the job, will win the job.

All applications are closely scrutinised to determine if the applicant meets the selection criteria. Failure to address the selection criteria will result in the applicant not being considered for an interview. It is essential that your application meets the specific requirements that are set out in detail in the information package provided by the Murray Mallee General Practice Network.

When advertising vacant positions, we provide information packages that set out the selection process, the type and format of information required from applicants and a copy of the current position description, along with contact details of officers within our organisation who can provide additional information.

If you are interested in applying for a position with the Murray Mallee General Practice Network, you may find the following information useful:

- 1) Do not apply for a position by just submitting a resume – in most instances it is only used to provide background information and alone will not get you an interview.
- 2) A resume may be attached to an application, but it should complement the information provided in the application and focus on the broader skills and competencies
- 3) Address the advertised selection criteria. Each criterion should be carefully examined to fully understand the requirements of the role. Some criteria may contain multiple requirements, look for action verbs and conjunctions. Failure to respond to even one part of criteria could result in the application not moving to the interview stage.
- 4) The selection criteria can be addressed in “dot point” form or in paragraphs; there is no specific requirement, unless otherwise stated. However, as indicated previously, the quality of the document may provide an advantage, provided the content relates to the position requirements.
- 5) Follow the application instructions provided, complete any forms and provide accurate, verifiable information. If you provide false information in your application and this is discovered after you have been appointed, it can lead to dismissal.



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- 6) Try to find out as much information as possible about the agency. The Murray Mallee General Practice Network website www.mmgn.org.au contains a lot of useful information.
- 7) Check and recheck your application document, do not rely on your computer’s “spell check”. Get a friend or family member to read the document.
- 8) If you are invited to an interview it is highly likely that you are one of several candidates considered suitable for the role. The interview may involve at least three panel members.
- 9) Candidates for interview are asked the same questions and your responses are compared with those provided by the other candidates.
- 10) Your preparation for the interview is the same as for any job interview, i.e. dress appropriately, pay attention to your grooming, arrive slightly early – do not arrive late, read any pre-interview material carefully, listen attentively, think before answering questions, speak clearly, be confident, always ask questions if invited to do so and thank the panel for the opportunity.
- 11) If you are unsuccessful, you should contact the interview panel convener to get some feedback on your interview performance. The information provided will help you to improve your approach to future employment opportunities. You can also request feedback at the application stage if you were not successful in being shortlisted for an interview.

Adapted from article by Greg Lewis, AACC Member, www.workplace.gov.au

JOB AND PERSON SPECIFICATION



Title of Position:	Individual Placement Vocational Specialist Worker
Classification Code:	MMGPN EBA 2017 MMGPN 3 (dependent on qualifications and experience - salary sacrifice arrangements are available)
Status of employment:	Contract position - Renewal dependent upon ongoing funding and performance.

Approved by Chief Executive Officer: 30th June 2021

POSITION SUMMARY

The Individual Placement Support (IPS) program based at headspace Murray Bridge will incorporate employment into the recovery and resilience-building model for young people as part of our mental health services and programs already offered in the region.

The program aims to provide a holistic, client-centred approach for the clients and an understanding of the community's needs whilst working within a reporting framework and meeting key quality targets.

MMGPN provides services to some of the most disadvantaged populations in the Murray Mallee Region, including Aboriginal and Torres Strait Islanders, people affected by trauma and abuse, people experiencing suicidal ideation, socially disadvantaged and unemployed, and those involved in the criminal justice or child protection systems.

JOB SPECIFICATION

Summary of the broad purpose of the position and its responsibilities

The Vocational Specialist lead delivery of key supports to participants as part of the IPS program at headspace. Vocational Specialists will create real opportunities that align with participants goals that will help them to find meaningful and durable employment outcomes to support early intervention and support recovery from mental illness. Vocational Specialists will maintain a caseload of 20 young people to improve wellbeing and participation in employment through individualised support.

Vocational Specialists will:

- Work to improve the health and wellbeing of participants
- Establish networks and partnerships with key local stakeholders
- Support financial wellbeing and independence of participants
- Assist participants in navigating mental health and community support services
- Contribute to crucial accountability outcomes, including data collection and reporting criteria as part of our contracted agreements with external agencies

REPORTING/WORKING RELATIONSHIPS

- The IPS Vocational Specialist is accountable to the Community Engagement Team Leader, who also provides professional guidance and support
- Clinical Supervision with the Clinical Team Leader
- Represents MMGPN and headspace at local meetings
- Participate in Performance Review & Development Appraisals at least every 12 months
- The Vocational Specialist is responsible for practising within the philosophy of *MMGPN* and its aims, policies and protocols and the standards of the incumbent's professional discipline



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SPECIAL CONDITIONS

- Some after-hours work may be required, for which time off in lieu (TOIL) of overtime may be taken
- Current SA driver's licence essential
- Some use of own vehicle may be required depending on the availability of MMGPN vehicles; reimbursement will be paid at a rate determined by the relevant Modern Award
- Current comprehensive insurance of any vehicle used for work purposes is required and should be presented for sighting annually
- The incumbent will be subject to an annual performance review.

CHILD PROTECTION

Per the South Australian Children's Protection Act 1993, the successful applicant will be required to attain and hold a current National Police Certificate before employment.

Murray Mallee General Practice Network requires all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Child-Related Employment Screening
- Vulnerable Person Related Employment Screening

The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environment

WORK HEALTH & SAFETY

- The employee has a responsibility to protect their health and safety at work and co-workers & clients.
- The employee has a responsibility to abide by the organisations WH&S policies and direction as set out in MMGPN's Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work

and in particular, so far as is reasonable, shall:

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give concerning health or safety at work
- comply with work health and safety policy in the workplace
- ensure they are not, by consumption of alcohol or drugs, in such a state as to endanger their safety at work or the safety of any other person at work.

PERSON SPECIFICATION

Statement of key responsibilities and duties – Vocational

- Develop a caseload of 20 young people from the headspace centre who have identified that they would like assistance to enter into or return to employment and/or education by accessing their individual vocational support needs, which may include assistance with employment benefits (i.e. Centrelink), support networks both internal and external to headspace or with travel to work
- Complete vocational action plans in collaboration with the young person, their family or caregivers and their team at headspace



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- Assist young people with employment, including but not limited to looking for work, applying for jobs, preparing for interviews; this may also require liaising with local employment and education service providers and accompanying young people to interviews.
- Individualised ongoing support to young people upon securing education or employment and experiencing an ongoing mental health issue.
- Providing education and support to employers and trainers agreed with the young person to negotiate support and modifications to study or work conditions to increase study or workplace durability and retention.
- Work flexibly and provide outreach support where required to meet the young person's employment and/or education needs or their employer/education provider.
- Work closely with the rest of the headspace team to deliver an integrated and holistic service to young people, including active participation in clinical review meetings.
- Providing information and advice to a range of professionals about the referral process for vocational support and advocacy for young people experiencing mental health issues.
- Work with local employers to seek opportunities for Young People in local workplaces
- Active promotion of the IPS model to internal and external stakeholders through professional networks as required.
- Contribute to reporting, evaluation and fidelity measure protocols as required

Supervision and professional development

The Community Engagement Team Leader will provide ongoing supervision as appropriate within the IPS headspace program on a fortnightly basis. Additionally, Vocational Specialists will participate in Clinical Review Meetings with the Clinical Team Leader to access supervision for individual client concerns. Finally, Vocational Specialists will have access to participate in ongoing professional development, including annual performance reviews.

Person Specifications - Qualifications and Experience

Desirable Qualifications

- Formal qualification in vocational services, employment services, career development, education or youth work or another relevant field

Essential Experience

- Relevant experience delivering case management in a vocational setting
- Demonstrated experience working with individuals experience mental health issues
- Experience in working in communities that have experienced disproportionately high indicators of disadvantage and structural barriers to employment

Desirable Experience

- Relevant experience delivering case management to a diverse range of young people



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Essential Knowledge and Skills

- Demonstrated ability to work effectively within a multidisciplinary team
- Developed interpersonal skills both professional and with clients
- Clear and effective communication skills
- Professionalism, confidentiality and respect

Desirable Knowledge and Skills

- Understanding of the mental health care system, primary health care system in South Australia
- Working understanding of the disability and employment policy, legislation and community services across a range of government and non-government sectors
- Experience placing and supporting young people in employment

ORGANISATIONAL REQUIREMENTS

COMPLIANCE

- Be aware of and adhere to MMGPN's policies and procedures
- Display a commitment and passion for MMGPN Values

The incumbent is obligated to refer to their job and person specification along with MMGPN's Manuals and Registers and other relevant Roles and Responsibilities statement as required.

The duties and responsibilities for this position should not be considered as limited to the above activities. Duties may be added, deleted or modified, in consultation with the incumbent, as necessary. Job Descriptions and staff performance will be reviewed regularly



JOB AND PERSON SPECIFICATION

Title of Position:	Individual Placement Vocational Support Worker
Classification Code:	MMGPN EBA 2017 MMGPN 2 (dependent on qualifications and experience - salary sacrifice arrangements are available)
Status of employment:	Contract position - Renewal dependent upon ongoing funding and performance.

Approved by Chief Executive Officer: 30th June 2021

POSITION SUMMARY

The Individual Placement Support (IPS) program based at headspace Murray Bridge will incorporate employment into the recovery and resilience-building model for young people as part of our mental health services and programs already offered in the region.

The program aims to provide a holistic, client-centred approach for the clients and an understanding of the community's needs whilst working within a reporting framework and meeting key quality targets.

MMGPN provides services to some of the most disadvantaged populations in the Murray Mallee Region, including Aboriginal and Torres Strait Islanders, people affected by trauma and abuse, people experiencing suicidal ideation, socially disadvantaged and unemployed, and those involved in the criminal justice or child protection systems.

JOB SPECIFICATION

Summary of the broad purpose of the position and its responsibilities

The Vocational Worker delivers essential supports to participants as part of the IPS program at headspace. Vocational workers will create real opportunities that align with participants goals that will support them to find meaningful and durable employment outcomes to support early intervention and support recovery from mental illness. In addition, vocational workers will maintain a caseload of 20 young people to improve wellbeing and participation in employment through individualised support.

Vocational workers will:

- Work to improve the health and wellbeing of participants
- Establish networks and partnerships with key local stakeholders
- Support financial wellbeing and independence of participants
- Assist participants in navigating mental health and community support services
- Deliver case coordination, make appropriate referrals and provide advocacy and a broad range of assistance that support positive outcomes for young people

REPORTING/WORKING RELATIONSHIPS

- The IPS Vocational Worker is accountable to the Community Engagement Team Leader, who also provides professional guidance and support
- Clinical Supervision with the Clinical Team Leader
- Represents MMGPN and headspace at local meetings
- Participate in Performance Review & Development Appraisals at least every 12 months
- The Vocational Worker is responsible for practising within the philosophy of *MMGPN* and its aims, policies and protocols and the standards of the incumbent's professional discipline



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SPECIAL CONDITIONS

- Some after-hours work may be required, for which time off in lieu (TOIL) of overtime may be taken
- Current SA driver's licence essential
- Some use of own vehicle may be required depending on the availability of MMGPN vehicles; reimbursement will be paid at a rate determined by the relevant Modern Award
- Current comprehensive insurance of any vehicle used for work purposes is required and should be presented for sighting annually
- The incumbent will be subject to an annual performance review.

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Murray Mallee General Practice Network requires all staff to undertake the following Department Community & Social Inclusion (DCSI) screening checks:

- Child-Related Employment Screening
- Vulnerable Person Related Employment Screening
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The incumbent is required to either currently hold or be trained in (within the first three months of employment) Child safe environment

WORK HEALTH & SAFETY

- The employee has a responsibility to protect their health and safety at work and co-workers & clients.
- The employee has a responsibility to abide by the organisations WH&S policies and direction as set out in MMGPN's Operation Manual.
- The employee shall avoid adversely affecting the health or safety of any other person through any act or omission at work

and in particular, so far as is reasonable, shall:

- use any equipment provided for health or safety purposes
- obey any reasonable instruction that the employer may give concerning health or safety at work
- comply with work health and safety policy in the workplace
- ensure they are not, by consuming alcohol or a drug, in such a state as to endanger their safety at work or the safety of any other person at work.

PERSON SPECIFICATION

Statement of key responsibilities and duties – Vocational

- Work with a caseload of 20 young people from the headspace centre who have identified that they would like assistance to enter into or return to employment and/or education by accessing their individual vocational support needs, which may include assistance with employment benefits (i.e. Centrelink), support networks both internal and external to headspace or with travel to work
- Complete vocational action plans in collaboration with the young person, their family or caregivers and their team at headspace



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- Assist young people with employment, including but not limited to looking for work, applying for jobs, preparing for interviews; this may also require liaising with local employment and education service providers and accompanying young people to interviews.
- Individualised ongoing support to young people once securing education or employment who are experiencing an ongoing mental health issue.
- Providing education and support to employers and trainers as agreed with the young person to negotiate support and modifications to study or work conditions to increase study or workplace durability and retention.
- Work flexibly and provide outreach support where required to meet the young person's employment and/or education needs or their employer/education provider.
- Work closely with the rest of the headspace team to deliver an integrated and holistic service to young people, including active participation in clinical review meetings.
- Providing information and advice to a range of professionals about the referral process for vocational support and advocacy for young people experiencing mental health issues.
- Work with local employers to seek opportunities for Young People in local work places
- Active promotion of the IPS model to internal and external stakeholders through professional networks as required.
- Contribute to reporting, evaluation and fidelity measure protocols as required

Supervision and professional development

The Community Engagement Team Leader will provide ongoing supervision as appropriate within the IPS headspace program on a fortnightly basis. Additionally, Vocational Workers will participate in Clinical Review Meetings with the Clinical Team Leader to access supervision for individual client concerns. Finally, vocational Workers will have access to participate in ongoing professional development, including annual performance reviews.

Person Specifications - Qualifications and Experience

Desirable Qualifications

- Formal qualification in vocational services, employment services, career development, education or youth work or another relevant field

Essential Experience

- Relevant experience delivering case management to a diverse range of individuals in a youth population
- Demonstrated experience working with individuals experience mental health issues
- Experience in working in communities that have experienced disproportionately high indicators of disadvantage and structural barriers to employment

Desirable Experience

- Relevant experience in a vocational employment setting

Essential Knowledge and Skills

- Demonstrated ability to work effectively within a multidisciplinary team
- Developed interpersonal skills both professional and with clients
- Clear and effective communication skills
- Professionalism, confidentiality and respect



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Desirable Knowledge and Skills

- Understanding of the mental health care system, primary health care system in South Australia
- Working understanding of the disability and employment policy, legislation and community services across a range of government and non-government sectors
- Experience placing and supporting young people in employment

ORGANISATIONAL REQUIREMENTS

COMPLIANCE

- Be aware of and adhere to MMGPN's policies and procedures
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