**Position Description**

Employment Specialist – <Organisation> <Location>

**Location: <Organisation> <office>**

**Department: < >**

**Employment Type: < >**

**Classification: < >**

**Salary: < >**

**Approved By: < >**

**Date Approved: < >**

**Agreed By: < >**

**Date Agreed: < >**

1. **Purpose:**

<Brief statement about the purpose & mission of your organisation goes here. Include target group. Include office location and physical address>.

1. **Values:**

It is a requirement that work will be undertaken in line with the <name of organisation> values as follows:

<insert values here>

1. **Position Summary:**

This position will provide Individual Placement and Support (IPS) services to people with enduring mental conditions. The Employment Specialist will be fully integrated in the <Name of team> multidisciplinary team. The Employment Specialist will provide career development advice and employment assistance to people with mental illness up to the age of <XX>, in tandem with the clinical team, to ensure people can achieve and maintain sustainable participation in competitive employment.

1. **Key Responsibilities/Outcomes:**

* Adhere to the principles of Individual Placement and Support (IPS) when providing Employment support to participants
* Case management of 20 active participants
* Assist jobseekers to identify their employment goals
* Co-design Career/Vocational Profiles and individual Employment Plans with participants, with input from the participant’s clinical team
* Provide employment support in conjunction with a participant’s clinical team
* Conduct regular job development and job search activities
* Develop a broad range of employer relationships in the local community to ensure suitable job matches, and provide employers appropriate education and support
* Assist participants to contact employers and apply for jobs
* Liaise with Disability Employment Services (DES) or Jobactive provider where applicable
* Provide post-placement planning and in-work support to participants as required

1. **Selection Criterion:**

In the context of this position the successful applicant will be able to demonstrate the following knowledge, skills and experience:

***6.1 Essential***

* Knowledge of the principles of Individual Placement and Support evidence-based supported employment.
* Demonstrate recovery-focused, person-centred practice when working with people with mental health needs and disabilities
* Excellent organisational, time management and problem-solving skills, including the ability to manage competing priorities and meet organisational outcomes
* 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 provide individualised job support to clients and employers
* Ability to network effectively with key stakeholders, community organisations, clinical staff and employers
* Ability to negotiate with and influence a variety of stakeholders to achieve a mutually beneficial outcome

***6.2 Desirable***

* Experience working with people with mental health needs or disabilities
* Knowledge or experience in employment services or other social inclusion services
* Knowledge of employment related services, relevant legislation and local labour market trends
* Completion of a relevant tertiary qualification

***6.3 Special Requirements***

* <Full Driver’s license and> ability to travel in response to the positions needs
* Satisfactory Police Clearance (or willingness to obtain one)
* Working with Children Check(or willingness to obtain one)

1. **Policies and Workplace Practices:**

All employees are required to acquaint themselves with and abide by the organisation’s policies and procedures.

It is expected that employees will:

* Be respectful towards the organisation, colleagues, clients and the general public
* Be cognisant with and uphold the objectives and philosophy of <organisation>
* Act collaboratively with all colleagues
* Act in a safe and responsible manner

1. **Remuneration:**

<Insert remuneration details here>