POSİTİON DESCRIPTION

<table>
<thead>
<tr>
<th>Title of Role:</th>
<th>Individual Placement and Support (IPS) program - Mental Health Occupational Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Level:</td>
<td>Dependent on experience and qualifications</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>YSAS</td>
</tr>
<tr>
<td>Type of Appointment:</td>
<td>Fixed term</td>
</tr>
<tr>
<td>Division:</td>
<td>Operations</td>
</tr>
<tr>
<td>Position Number:</td>
<td>Non AWARD</td>
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YSAS Vision
A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose
To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

<table>
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<tr>
<th>Honesty</th>
<th>We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.</th>
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</thead>
<tbody>
<tr>
<td>Empowerment</td>
<td>We create a positive environment for staff and young people to make valuable contributions.</td>
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<tr>
<td>Accountability</td>
<td>We set high standards and we are answerable for our decisions and actions.</td>
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<tr>
<td>Respect</td>
<td>We respect the rights of others and treat others as we would like to be treated.</td>
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Child Safety
YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Purpose
To work as part as an integrated team within headspace Frankston to provide occupational therapy practice in tandem with vocational assistance to young people with mental illness up to the age of 25 within the Frankston region. The aim of this program is to improve educational and employment outcomes for young people with mental illness. The IPS Trail will help address the additional barriers to employment faced by this cohort.

The IPS model is an extension and expansion of the IPS Trial which has been implemented in an additional ten headspace sites nationally. The Trial will be evaluated of the effectiveness of the IPS model within the headspace setting.
Reporting Relationships
This role reports into YSAS Frankston Program Manager.

This role has as direct reports:
- Nil

Key Relationships/Interactions
The primary stakeholders that this role will interact with are:
- Other workers, schools, employers
- Young people and their family
- Local disability and Job Active providers and community service organisations
- Clinical team

Key Challenges
Incumbents in this role must:
Direct client service activities, work closely with each participant's clinical support team, ensure participants are given specialist vocational assistance to obtain employment or training/education outcomes and liaise with employers and/or education/training providers to create opportunities for participants. Provide occupational therapy specific assessment and intervention that supports participants and their care team to manage their mental health. The Mental Health Occupational Therapist (OT) will apply clinical experience, increasingly generalist and/or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the participant.

Special Conditions
Prior to commencement of employment incumbent must provide YSAS assurance of their:
- Working with Children’s Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver’s licence.
- Copies of all relevant qualifications.

Other relevant role information
- It is preferable that incumbents in this role have a current First Aid Certificate (level 2) – this may be completed during incumbent’s probation.
- Some out of hours work may be required.
- The incumbent of this role may be required to work at various different YSAS sites depending on YSAS operational requirements.

YSAS Conditions
All YSAS employees are required to work in accordance with including but not limited to:
- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Duty to maintain privacy and confidentiality
- Smoke Free Workplace
- Code of Conduct
- Child Safety best practice
- Other YSAS policies and procedures, which may be amended from time to time.

Responsibilities
This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Mental Health Occupational Therapist is responsible for:
<table>
<thead>
<tr>
<th>Key Responsibilities (delete any that are not applicable)</th>
<th>Major Responsibilities</th>
<th>Performance Indicator/Measurement</th>
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</table>
| **Quality Service Provision**                           | • Record and actively contribute to client screening, assessment, care planning, review and closure processes within a collaborative multidisciplinary team  
• Develop & monitor individual Career Plans for all IPS participants that set realistic goals and plan strategies, to overcome identified barriers to engagement in employment and/or education;  
• Provide Occupational Therapy assessment and intervention for participants that support them and their care team to manage their mental health;  
• Participate in Clinical Review, Care Team and/or professional meetings as required;  
• Assertively monitor young people’s mental health and wellbeing as required.  
• Provide assertive outreach services to engage with severely disengaged young people and encourage them to participate in the program;  
• Work in a culturally sensitive, confidential and supportive manner;  
• Ensure confidentiality and legislative requirements are adhered to and in line with policies and procedures;  
• Work collaboratively with clinical team to determine care and service needs to assist with coordination of care/service needs as required.  
• Complete service activity and outcome measures as per service protocol | • Maintain a case load of 20 participants;  
• Assessments, including safety plans and risk management undertaken for all clients and recorded appropriately.  
• Ensure all clients have comprehensive Career Plan.  
• Maintain an up to date knowledge of Occupational Therapy theory and practice.  
• Develop referral processes and manage referrals to other services.  
• Communicate participants Career Plan with Clinical Team.  
• Ensure accurate recording of reports within organisational timelines and procedures.  
• Client review forums and supervision undertaken on a consistent basis.  
• Communication and escalation processes for risk management are followed. |
| **Referral Networks and Pathways**                       | • Work collaboratively with local disability and Job Active providers and community service organisations to maintain effective referral pathways and opportunities for participants; | • Develop collaborative service/program responses.  
• Appropriate internal and external referral pathways followed for participants |
<table>
<thead>
<tr>
<th><strong>Program Development and Evaluation</strong></th>
<th><strong>Administration</strong></th>
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<tbody>
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<td>- Participate in care planning for Step up and Step down services, taking into consideration shared decision making with the young person and their family;</td>
<td>- Communicate with clinical team of participant’s progress.</td>
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<tr>
<td>- Communicate with clinical team regarding participants progress in IPS program and their Career Plan;</td>
<td>- Contribute to team meetings, professional development forums, clinical review and reflective practice.</td>
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<td>- Monitor caseload and present as required to clinical review and handover meetings.</td>
<td>- Develop an understanding of YSAS practice frameworks.</td>
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<tr>
<td>- Advocate on behalf of young people with other workers, schools, employers to enhance service access.</td>
<td>- Communicate and escalation processes for risk management are followed.</td>
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<tr>
<td>- Foster a co-operative team environment which values collaboration to ensure a focus on efficient systems and client needs;</td>
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<tr>
<td>- Facilitate and actively participate in team meetings, supervision, strategic planning and program evaluation.</td>
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<tr>
<td>- Contribute to the development and maintenance of an innovative service delivery model for young people;</td>
<td>- Commitment to the best interests of the young person.</td>
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<tr>
<td>- Comply with all evaluation requirements as specified by the Department of Social Services: Disability Mental Health and Carers Program.</td>
<td>- Provision of a quality service to young people</td>
</tr>
<tr>
<td>- Where possible include participants in the evaluation of the IPS Trail.</td>
<td>- Program improvement continually monitored and reviewed through supervision and program Steering Committee.</td>
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| **Administration** | - where possible include participants in the evaluation of the IPS Trail. |
|--------------------| - Policy and Procedures are developed, documented and reviewed on a regular basis. |
| - Ensure client records are up to date, accurate and meet organisational and legislations requirements; | - Maintain a high standard of documentation and reporting. |
| - Complete a range of administrative duties as required to operate an efficient service including development of Career plans for participants, statistics, reports, referral letters, etc. | - Provide relevant data as specified by the funding body as to program development and deliverables. |
| - Complete reports in conjunction with Team Leader and submit in a timely manner to funding bodies. | - Complete reports in conjunction with Team Leader and submit in a timely manner to funding bodies. |
- Contribute to the reporting requirements of the program;
- Ensure incident reports are completed in a timely manner and meet organisational requirements;
- Prepare client related reports as required;
- Adhere to petty cash and client brokerage procedures;
- Participate in regular supervision with Team Leader.

### Continuous Improvement

- Adhere to all YSAS/ Policies and Procedures including the Code of Conduct, Confidentiality Agreement, Child Safe requirements and EEO policy;
- Demonstrated commitment to YSAS’ Organisational values;
- Contribute to continuous quality improvement in relation to service delivery.
- Participation in evaluation and ongoing monitoring of the program.
- Include clients in the evaluation of the service where appropriate.
- Collaborate with other support services and community based activities to integrate support and provide optimal service provision.
- Participate in organisational accreditation processes inclusive of the National Standards for Mental Health Services

- On every occasion YSAS is represented ethically and professionally.
- Ensure all work complies with relevant legislation/regulations, YSAS’ policies and procedures.
- Good working relationships with stakeholders
- Organisational needs understood.

### Qualifications, Skills, Knowledge and Experience relevant to the role

<table>
<thead>
<tr>
<th>Education</th>
<th>Tertiary qualification in Mental Health Occupational Therapy</th>
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</table>
| Experience         | - Demonstrated experience in Mental Health Occupational Therapy  
                      - Demonstrated experience in a youth mental health context
                      - Experience and understanding of mental health, drug and alcohol and other health issues facing young people
                      - Previous experience and understanding of local vocational and employment service pathways |
<table>
<thead>
<tr>
<th>Knowledge and Skills</th>
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<tbody>
<tr>
<td>• Well organised, and able to be flexible in managing competing priorities and</td>
<td>deadlines</td>
</tr>
<tr>
<td>• Excellent written and oral communication skills, as well as highly developed</td>
<td>interpersonal, coaching, and consultative skills</td>
</tr>
<tr>
<td>• Strong analytical thinking and problem-solving skills and ability to deliver</td>
<td>innovative solutions</td>
</tr>
<tr>
<td>• Good judgment, able to influence others and seen as a credible source of advice</td>
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</table>

<table>
<thead>
<tr>
<th>Personal qualities</th>
<th></th>
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<tbody>
<tr>
<td>• A team player, able to work in a collaborative way.</td>
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<tr>
<td>• Has tact, sensitivity and diplomacy; ability to think on feet and act proactively</td>
<td>with discretion.</td>
</tr>
<tr>
<td>• Commitment to personal learning, development and improvement in pursuit of own</td>
<td>performance objectives and those of the team and organisation.</td>
</tr>
<tr>
<td>• Commitment to YSAS’ values and a working style that reflects these</td>
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**Behavioural Capabilities**

Descriptors below detail the behavioural capabilities required for performance in the Occupational Therapy. KEY behaviours for this role are listed with the critical behaviours highlighted in **bold**. These behaviours have been drawn from a larger number of relevant behaviours in YSAS’s Performance Matrix. This broader group of behaviours are applicable to your ongoing success in the role.
<table>
<thead>
<tr>
<th>Category</th>
<th>Level</th>
<th>Behaviours</th>
</tr>
</thead>
</table>
| Strategic Direction              | Operational      | • Supports and communicates YSAS’ goals and direction  
• Translates objectives into practical terms to others  
• Communicates risks and issues from employees to senior management  
• Is sensitive to political drivers influencing priorities and decisions  
• Actively participates in business planning  
• Reinforces the need for change and innovation in YSAS |
| Achieves results                 | Operational      | • Sets clear expectations around quality of work and timeframes  
• Monitors progress towards the achievement of goals  
• Takes responsibility for the delivery of quality and timely results  
• Ensures solutions are practical and achievable  
• Prioritises workload effectively and negotiates deadlines where appropriate |
| Business Excellence              | Operational      | • Reviews existing procedures to streamline and improve business processes  
• Considers the best person(s) for the job and allocates the appropriate resources  
• Participates in the YSAS Performance Development Review Process  
• Openly raises issues with line management  
• Responds positively to constructive feedback  
• Actively participates in all necessary training  
• Looks for ways to improve work practices |
| Working Relationships            | Tactical / Operational | • Consults with relevant stakeholders about changes which may impact on their work  
• Shares resources to achieve common goals  
• Actively identifies key internal and external stakeholders and builds rapport with these individuals  
• Adapts their approach to suit the situation and audience  
• Listens actively and responds in a clear and concise manner  
• Is willing to come to a compromise where appropriate  
• Shares information with own team  
• Is approachable and easy to work with |
| Personal Drive and Professionalism| Tactical / Operational | • Models courteousness and professionalism in the workplace  
• Demonstrates integrity and ethical behaviour  
• Challenges opposing views in a respectful manner  
• Remains positive when faced with difficult challenges  
• Seeks feedback on performance  
• Seeks learning opportunities to strengthen areas for personal development  
• Ensures procedures are put in place to maximise safety and welfare in the workplace |
Selection Criteria for Appointment into Role

1. Highly developed skills and experience as a Mental Health Occupational Therapist in assessment, care planning, and referrals, especially with young people;
2. Advanced skills in engaging and supporting young people to overcome vocational and non-vocational barriers to employment and/or education and comprehensive knowledge of this service system.
3. Demonstrated ability to negotiate and advocate for individual clients (and/or their families) with external agencies
4. Ability to contribute to the development, implementation and evaluation of youth health, mental health, vocational support and/or wellbeing program.
5. Ability to contribute to a multi-disciplinary team and to establish effective relationships with staff, clients, carers and workers in community agencies;
6. Highly developed interpersonal, and communication skills, including sound oral and writing skills; and practical knowledge of and familiarity with computer applications;

Incumbent Statement

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by occupant

 Acknowledged by line manager

Job and Person Specification Approval

................................................................................./....../........ DELEGATE (GM or Chief)