1. POSITION SUMMARY

Online Youth Career Consultants provide digital career support to young people experiencing a range of mental health issues seeking support to engage in work or educational opportunities through Orygen’s MOST digital support platform. This role will use a variety of strategies to engage young people in career support activities within the online platform; assist young people to develop resumes, cover letters other job search documentation; and support users to engage in career exploration opportunities in the community. The Online Youth Career Consultant will work collaboratively with a team of online clinical and peer work moderators to ensure online support provided aligns with service user recovery goals.

This role will actively develop partnerships with a wide range of external organisations including employers, training providers, educational institutions, community service organisations and social enterprises to enhance opportunities for young people. They will also be required to present user information at moderator team meetings and participate in presentations to promote the online vocational program internally and outside of the service.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at
Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.

- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with ‘in-person’ clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

Orygen Digital, the digital mental health division of Orygen, in collaboration with investigators from The Australian Catholic University and in conjunction with the Department of Computing and Information Systems at The University of Melbourne, developed a model of moderated online social therapy (MOST). The model integrates peer-to-peer on-line social networking, individually tailored interactive psychosocial interventions and involvement of expert mental health, career and peer moderators to deliver the intervention. The elements of the model have been applied to online systems targeting specific populations including first episode psychosis, youth depression and families of young people experiencing a mental illness.

Orygen Digital is currently supported by the Victorian Department of Health and Human Services to roll out MOST to youth mental health services across Victoria. This online platform includes career support in the context of young people experiencing a range of mental health difficulties. We require an experienced career consultant to work on our systems to deliver online career development services.

3. ABOUT ORYGEN

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<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
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<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families and society.</td>
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<tr>
<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
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<td>COMMITMENTS</td>
<td>First Nations people of Australia, young people and their families, LGBTIQA+ people &amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES/OUTCOMES

The Online Youth Career Consultant will:
- Provide individualised career development services that support young people. This may include career planning, assisting with access to educational opportunities (secondary studies, vocational training and apprenticeships or tertiary studies) and supporting young people to gain and maintain employment.
- Complete all online reporting activity as directed by the team leader including file notes, client activity logs, caseload reports, content activity and safety checks.
- Attend team meetings to provide feedback on the progress of young people using the digital platforms.
- Develop partnerships with external organisations that increase access to vocational opportunities for young people using the online platform.
- Attend networking meetings and appointments with employers, community service organisations and education providers to create opportunities for young people.
- Participate in staff meetings, planning forums and other professional development opportunities as required.
- Some knowledge of and an ability to work within the Orygen framework of early intervention, de-stigmatisation, diversity, inclusion, and non-discrimination.
- Comply with relevant privacy legislation, ensuring confidential information is protected from unauthorised disclosure and use.
• Any other duties as reasonably requested by the MOST Career Team Leader – Victoria.

5. **SELECTION CRITERIA**

5.1 **Essential**

The following criteria must be met for consideration for this position:

• Tertiary qualifications in Career Education, Career Development, or relevant discipline.
• Experience in career counselling, employment services, vocational rehabilitation, or a related field.
• Experience providing career-planning advice to young people.
• Extensive knowledge of issues that impact young people when accessing employment and/or educational opportunities.
• Demonstrate ability to apply sound problem-solving skills and an ability to multitask.
• High levels of accuracy and attention to detail.
• Demonstrated ability to develop and maintain positive business relationships.
• Knowledge of the employment services sector, Centrelink and other state and federal employment initiatives that impact young people.
• Advanced computer skills with an ability to use a range of Microsoft Office applications.

5.2 **Desirable**

• An understanding of the Individual Placement and Support model.
• Experience working with young people experiencing mental ill-health.
• Eligible for membership to the Career Development Association of Australia (CDAA).
• Certificate IV in Training and Assessment.

6. **SPECIAL REQUIREMENTS**

• Unrestricted right to live and work in Australia.
• A current National Police Check will be required.
• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
• This role will be worked on a rotating roster 9am-8pm.

7. **ACKNOWLEDGEMENT**

Confirming this position description has been read and understood by:

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