



## Recruitment Information Package

Assisting you in your  
application to join our  
team

[www.ireach.org.au](http://www.ireach.org.au)

08 8531 1303

### Our Vision.

“Healthy and resilient people and communities”

### Our Values.

i nclusivity & diversity

R espect & compassion

E mpowerment

i nnovA tion

C onnection

H ope

## Position Information

<b>Position Title</b>	headspace Vocational Specialist
<b>Working Location</b>	Murray Bridge & Victor Harbor, South Australia
<b>Classification</b>	iREACH RURAL HEALTH EBA 2025 – iREACH Level 4
<b>Job Status</b>	0.8 – 1.0 FTE
<b>Pay</b>	\$46.68 - \$48.84/hour
<b>Applications Closing Date</b>	Tuesday, April 7 <sup>th</sup> at 5:00 PM

## About Us

iREACH Rural Health is a values-driven, not-for-profit organisation dedicated to delivering innovative health services across regional South Australia. We are committed to improving the wellbeing of young people, families, and communities through trauma-informed, person-centred care.

We are seeking a **headspace Vocational Specialist** to lead the delivery of the **headspace Work and Study program** across headspace Murray Bridge and Victor Harbour. The role integrates employment and education support into young people’s mental health recovery, recognising that participation in meaningful work and study is a key contributor to wellbeing, resilience and long-term recovery.

Our company values are inclusivity and diversity, **Respect** and compassion, **Empowerment**, **innovation**, **Connection** and **Hope**. To find out more about our organisation, please visit: [www.ireach.org.au/About-Us](http://www.ireach.org.au/About-Us)

## About headspace

headspace is the National Youth Mental Health Foundation, providing early intervention services to young people aged 12 to 25. Through a national network of centres across metropolitan, regional, and rural Australia, headspace offers support in four key areas: mental health, physical health (including sexual health), alcohol and other drug services and work and study support.

headspace is designed to make it as easy as possible for a young person and their family to access the help they need for issues affecting their wellbeing.

Since its establishment in 2006, headspace has supported hundreds of thousands of young people and their families through direct clinical services, as well as through health promotion and community awareness initiatives.

The success of the headspace model has been recognised internationally, with similar approaches now being adopted in other countries. headspace National Youth Mental Health Foundation is funded by the Australian Government Department of Health.

## The Role of a Lead Agency

The **headspace Murray Bridge** centre operates under the auspices of **iREACH Rural Health**, which serves as the **Lead Agency**. Our centre is also supported by a consortium of local partners who share the headspace vision and commitment to improving youth mental health.

Each headspace centre is led by a **Lead Agency** - a locally based organisation that coordinates the delivery of services on behalf of a regional partnership of providers. These include mental health, alcohol and other drug, physical and sexual health, and vocational support services.

The Lead Agency ensures that the headspace centre operates in alignment with the national model while responding effectively to the unique needs of the local community.

## Why Join iREACH Rural Health?

At iREACH, we are driven by a clear vision for the future and guided by our core values, which shape the way we work, support our teams, and deliver services to the community. We are committed to creating a workplace where you feel valued, supported, and inspired to make a difference.

### Employee Benefits Include:

- **Generous Salary Packaging:** Benefit from attractive salary packaging arrangements, and a meal and entertainment card (up to \$15,900 tax-free)
- **Competitive Remuneration:** Receive a salary that recognises your skills and experience
- **Employee Assistance Program:** Support services are available for staff and their families
- **Professional Development:** Opportunities for professional growth and clinical supervision
- **Paid Parental Leave:** Available for eligible employees
- **Flexible Work Options:** Flexibility to support work-life balance and family-friendly practices
- **Annual Leave:** 5 weeks for full-time employees (pro-rata for part-time)
- **Personal Leave:** 10 days for full-time employees (pro-rata for part-time)
- **Wellness Leave:** 2 additional days each year, on top of other leave entitlements

iREACH is proud to be an **equal opportunity employer**. We are committed to building a diverse workforce and strongly encourage applications from:

- Aboriginal and Torres Strait Islander peoples
- LGBTIQ+ communities
- People with disability
- Individuals from culturally and linguistically diverse backgrounds

## How to Apply

To be considered for this position, applicants must address the Selection Criteria outlined in the Job Description. Applications that do not address the Selection Criteria will not be considered for an interview.

Please ensure your application includes:

1. **Cover Letter** – addressing all Selection Criteria.
2. **Current Resume** – including your qualifications and experience.
3. **Contact Details for Two Referees** – professional references preferred.

Submit your complete application via the relevant job advertisement on SEEK.

We maintain the discretion to extend an offer at any stage of the recruitment process. If you are interested in the position submit your application as soon as possible!

For further information about the role or application process, please contact:

**Rachel Faulkner**

headspace Murray Bridge Centre Manager

Phone: (08) 835 2122

Email: [rachelf@ireach.org.au](mailto:rachelf@ireach.org.au)

## POSITION DESCRIPTION

### headspace Vocational Specialist

CLASSIFICATION: iREACH RURAL HEALTH EBA 2025 – iREACH Level 4  
*(dependent on qualifications and experience - salary sacrifice arrangements are available)*

AUTHORISED BY: Chief Executive Officer

UPDATED: March 2026

## PART A – POSITION DETAILS

<b>Position Purpose:</b>	<p>The headspace Vocational Specialist leads the delivery of the <b>headspace Work and Study program</b> across headspace Murray Bridge and Victor Harbor.</p> <p>The role integrates employment and education support into young people’s mental health recovery, recognising that participation in meaningful work and study is a key contributor to wellbeing, resilience and long-term recovery.</p> <p>Working within the <b>Individual Placement and Support (IPS) model</b>, the Vocational Specialist supports young people to identify and pursue realistic work and study goals. The role provides individualised vocational support, develops partnerships with employers and training providers, and collaborates closely with the multidisciplinary headspace team to reduce barriers and support sustainable vocational outcomes for young people.</p>
<b>Reports To:</b>	headspace Murray Bridge Centre Manager

## PART B – KEY POSITION RESPONSIBILITIES

Key Result Areas	Accountabilities
<b>Clinical &amp; Vocational Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provide individualised vocational support to young people accessing headspace services to assist them in achieving meaningful work and study goals.</li> <li>• Manage a caseload of approximately 20 young people, providing ongoing work and study support aligned with the IPS model and recovery-oriented practice.</li> <li>• Develop collaborative vocational profiles and action plans with young people, families/carers and the multidisciplinary headspace team.</li> <li>• Support young people with job search and education pathways including:                             <ul style="list-style-type: none"> <li>○ resume development</li> <li>○ job applications</li> <li>○ interview preparation</li> <li>○ training pathways</li> <li>○ workplace readiness</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Provide ongoing support once employment or study is secured to enhance sustainability, wellbeing and retention.</li> <li>• Work flexibly, including outreach support where appropriate, to meet the needs of young people and stakeholders.</li> </ul>
<p><b>Employer &amp; Education Engagement</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain strong working relationships with local employers, training providers and education institutions.</li> <li>• Identify opportunities for employment and training placements for young people accessing headspace services.</li> <li>• Support employers to understand the needs of young people experiencing mental health challenges and negotiate reasonable adjustments where required.</li> <li>• Promote the benefits of youth employment and education participation to community stakeholders.</li> </ul>
<p><b>Integrated Team Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively with the headspace multidisciplinary team including:             <ul style="list-style-type: none"> <li>○ clinical staff</li> <li>○ general practitioners</li> <li>○ cultural teams</li> <li>○ community engagement staff</li> </ul> </li> <li>• Participate in case reviews, clinical discussions and integrated care planning.</li> <li>• Advocate for vocational participation as an essential component of recovery and early intervention.</li> <li>• Support collaborative service delivery across the four streams of the headspace model.</li> </ul>
<p><b>Program Delivery &amp; Model Fidelity</b></p>	<ul style="list-style-type: none"> <li>• Deliver services consistent with the Individual Placement and Support (IPS) model and headspace Work and Study program requirements.</li> <li>• Participate in IPS self-assessments, fidelity reviews and evaluation processes.</li> <li>• Contribute to program reporting and data collection requirements.</li> <li>• Maintain records and reporting aligned with headspace National reporting requirements including hAPI.</li> </ul>
<p><b>Safety, Quality &amp; Compliance</b></p>	<ul style="list-style-type: none"> <li>• Comply with iREACH Work Health &amp; Safety policies and procedures.</li> <li>• Identify and report hazards, incidents and risks in accordance with organisational protocols.</li> <li>• Maintain accurate and timely client documentation.</li> <li>• Participate in organisational training, accreditation activities and continuous improvement processes.</li> </ul>
<p><b>Community &amp; Sector Engagement</b></p>	<ul style="list-style-type: none"> <li>• Participate in local, state and national Work and Study forums, Community of Practice meetings and relevant sector events.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with the community engagement team to promote headspace services and vocational opportunities for young people.</li> <li>• Support awareness raising activities that improve youth access to work and study opportunities.</li> </ul>
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## PART C – POSITION REQUIREMENTS

Requirement	Accountabilities
<b>Qualifications and Skills</b>	Formal qualification in vocational services, employment services, career development, education or youth work or another relevant field.
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience providing vocational or case management support in a youth, employment or community services setting.</li> <li>• Demonstrated experience supporting people experiencing mental health challenges.</li> <li>• Understanding of youth engagement approaches and strategies to support young people experiencing barriers to employment or education.</li> <li>• Experience working collaboratively within multidisciplinary teams.</li> <li>• Knowledge or understanding of the Individual Placement and Support (IPS) model or willingness to undertake training.</li> <li>• Ability to develop partnerships with employers, education providers and community stakeholders.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal and engagement skills with the ability to build trusting relationships with young people.</li> <li>• Ability to work collaboratively within a multidisciplinary team environment.</li> <li>• Highly organised with strong time management and case coordination skills.</li> <li>• Adaptable and responsive to changing service demands and youth needs.</li> <li>• Ability to work with diverse communities and provide inclusive, culturally safe services.</li> <li>• Self-motivated and able to work independently while maintaining strong team collaboration.</li> <li>• Professional, ethical and committed to maintaining confidentiality.</li> </ul>

PART D – KEY PERFORMANCE INDICATORS		
Indicator	KPI / Description	What Success Looks Like
Service Delivery	<b>Caseload Management</b> – Maintain an active caseload of young people receiving work and study support aligned with the IPS model.	<ul style="list-style-type: none"> <li>Caseload maintained at approximately 20 active young people with individualised vocational plans in place and regular engagement with clients.</li> </ul>
Vocational Outcomes	<b>Work &amp; Study Placement Outcomes</b> – Support young people to achieve meaningful employment or education placements aligned with their recovery goals.	<ul style="list-style-type: none"> <li>Job and/or study placements achieved in line with national IPS outcome benchmarks reported by headspace National.</li> </ul>
Vocational Support Planning	<b>Vocational Profiles and Planning</b> – Development of vocational profiles and action plans for young people engaged in the program.	<ul style="list-style-type: none"> <li>100% of active clients have completed vocational profiles and work and study support plans documented.</li> </ul>
Client Experience	<b>Client Satisfaction</b> – Young people report positive experiences of the Work & Study service.	<ul style="list-style-type: none"> <li>≥80% of young people completing feedback surveys report satisfaction with the service received.</li> </ul>
Stakeholder Engagement	<b>Employer &amp; Training Provider Engagement</b> – Develop partnerships with employers and education providers.	<ul style="list-style-type: none"> <li>Minimum of six employer or training provider engagement contacts per week recorded.</li> </ul>
Team Collaboration	<b>Multidisciplinary Team Participation</b> – Collaboration with the headspace team to support young people’s vocational recovery goals.	<ul style="list-style-type: none"> <li>Attendance and active participation in ≥85% of clinical reviews, case discussions and team meetings.</li> </ul>
Documentation Compliance	<b>Clinical and Program Documentation</b> – Maintain accurate records and reporting aligned with program requirements.	<ul style="list-style-type: none"> <li>≥90% of documentation meets audit standards and IPS reporting requirements including hAPI reporting.</li> </ul>
Program Fidelity	<b>IPS Model Delivery</b> – Deliver services consistent with IPS principles and program requirements.	<ul style="list-style-type: none"> <li>Contribute to IPS Fidelity rating ≥100 and demonstrate practice consistent with IPS guidelines.</li> </ul>
Cultural Safety & Inclusion	<b>Culturally Safe and Inclusive Practice</b> – Deliver services that are culturally safe and inclusive.	<ul style="list-style-type: none"> <li>100% completion of cultural competency and LGBTIQ+ training and demonstrated inclusive practice.</li> </ul>
Professional Conduct	<b>Values Based Practice</b> – Demonstrate behaviours aligned with iREACH organisational values.	<ul style="list-style-type: none"> <li>Consistently demonstrates iREACH values in professional behaviour and service delivery.</li> </ul>
Specific performance expectations will be agreed with the manager during each performance review period.		

PART E – ORGANISATIONAL RESPONSIBILITIES	
Key Result Areas	Accountabilities
<b>Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Ensure, as far as reasonably practicable, that employees, visitors and contractors are safe from injury and risk to health while at an iREACH worksite.</li> <li>• Comply with organisational WHS policies and procedures.</li> <li>• Identify and report hazards, risks and incidents.</li> <li>• Follow reasonable directions relating to workplace safety.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Maintain professional and responsive customer service standards for both internal and external stakeholders.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Hold a current National Police Certificate in compliance with the South Australian Children and Young People (Safety) Act 2017.</li> <li>• Maintain a valid Working with Children Check (WWCC).</li> <li>• Maintain current Child Safe Environments training.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Support the aims and objectives of iREACH and headspace through adherence to policies, procedures and professional conduct standards.</li> <li>• Comply with the headspace Model Integrity Framework (hMIF).</li> </ul>
<b>Legislative Requirements</b>	<ul style="list-style-type: none"> <li>• Practice within relevant legislation, professional codes of conduct and organisational governance frameworks.</li> <li>• Promote equal opportunity and prevent harassment, bullying and discrimination.</li> </ul>
<b>Delegated Authority</b>	<ul style="list-style-type: none"> <li>• Comply and refer to the Corporate Governance Policy: Delegation of Authority and associated Schedule for the authority levels assigned to this role.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in annual performance review and professional development.</li> </ul>
<b>Mobility</b>	<ul style="list-style-type: none"> <li>• Must hold a current South Australian Driver’s Licence.</li> <li>• Use own vehicle for work purposes where required, for which reimbursement of costs at the current Modern Award Rates will be made.</li> <li>• Support intrastate and interstate travel when required, which may involve overnight absences.</li> </ul>