
POSITION DESCRIPTION

ONLINE YOUTH CAREER CONSULTANTS - VIC



Location:	Parkville/Work from home
Division:	Orygen Digital
Salary range:	\$70,000 p.a. pro-rata
Employment Type:	Part time roles negotiable – contract position until 30 June 2023
Position reports to:	MOST Career Team Leader (Victoria)

1. POSITION SUMMARY

Online Youth Career Consultants provide career support to young people through Orygen's MOST digital support platform. The role holder will use a variety of strategies to engage young people in career support activities within the online platform including developing resumes, cover letters and other job search documentation, and supporting users to engage in career exploration opportunities. 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.

The role holder 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 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 experienced career consultants to work on our systems to deliver online career development services.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

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.

5. SELECTION CRITERIA

5.1 Essential

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

- Post-graduate qualifications in Career Education or Career Development.
- 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.
- 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.

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. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Youth Online Career Consultant will be expected to have:

- Some knowledge of and an ability to work within the Orygen framework of early intervention, destigmatisation, diversity, inclusion, and non-discrimination.
- A willingness to learn and comply with relevant privacy legislation, ensuring confidential information is protected from unauthorised disclosure and use.
- High levels of accuracy and attention to detail.
- Advanced computer skills with an ability to use a range of Microsoft Office applications.

7. SPECIAL REQUIREMENTS

- This role will be worked on a rotating roster 9am-8pm
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Orygen's Occupational Health and Safety policy.
- All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.
- 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.
- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.