



POSITION DESCRIPTION

Position	IPS Support and Evaluation Officer
Contract	Fixed Term Contract (01 June 2021 to 30 June 2024)
Hours	Full-time (1.0 FTE)
Location	Flexible – (WAAMH Office, 1 Nash Street, Perth WA 6000)
Reports to	IPS Program Manager
Approved	Chief Executive Officer
Date/Signed	April 2021

Job Purpose

Individual Placement and Support (IPS) is an internationally recognised evidence-based supported employment model requiring integration of employment and mental health services. The implementation of IPS can be complex as it involves systemic, organisational and program change.

The role of the IPS Support and Evaluation Officer is to support and provide services to IPS sites to which IPS WORKS is contracted. IPS WORKS provides services nationwide. There will be a requirement for periodic travel within Australia.

Key Responsibilities

The IPS Support and Evaluation Officer will fulfil the following responsibilities with supervision in a small cooperative team environment:

- Actively engage with client IPS sites and deliver IPS technical support services. Thoroughly investigate and analyse issues associated with the implementation and delivery of IPS services and contribute to innovative solutions.
- Deliver training to client IPS sites enabling sites to govern, manage and self-assess performance in the provision of IPS services.
- Provide support to services at which IPS WORKS is contracted for IPS data collection processes, procedures, monitoring and evaluation tools, ensuring a national consistency and adherence to agreed or mandated datasets.
- Coordinate and conduct external, independent fidelity reviews. Collect, verify and analyse records, documentation and data, conduct observations and semi-structured interviews and assess adherence to evidence-based practice and fidelity measures.
- Draft fidelity review reports to an agreed standard, document review outcomes and provide recommendations.
- Establish and maintain professional and effective working relationships with key stakeholders.
- Actively contribute to a range of activities in support of IPS WORKS. Review and develop systems, processes and procedures including tools, templates and resources, as required.
- Develop and maintain relevant databases, records, and information for the purposes of contract reporting by IPS WORKS.



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- Keep abreast of IPS and mental health developments, reform and international research to support and promote continuous improvement.
- Explore new opportunities to add value to IPS WORKS and help peers to accomplish related job results when needed.
- Contribute to the IPS WORKS team vision and the capabilities supporting the adoption and growth of IPS in Australia.

WAAMH Values

- **Respect** - Understanding mental health challenges are a normal part of the human condition; having compassion, valuing the dignity, unique qualities, knowledge and experience of each person.
- **Self-determination** - Upholding the dignity of choice, self-direction, hope for the future and control over our life and destiny.
- **Inclusion** - Fostering engagement, collaboration, and partnership; encouraging diversity and listening.
- **Integrity** - Acting with authenticity and curiosity; being prepared to question and critique, critically consider evidence; pursue excellence.
- **Courage** - Being persistent, tenacious, and steadfast in pursuing WAAMH's vision and values while acting with humility.

Selection Criteria

Essential

- A qualification in social sciences, humanities, community development or similar field, or relevant experience.
- Demonstrated ability to work in evidence-based models of practice that support the employment aspirations of people facing disadvantages or significant barriers such as IPS or similar.
- Demonstrated skills in change/project management, with an ability to meet program milestones.
- Excellent written, verbal and interpersonal skills with ability to liaise, consult and negotiate with people in various positions in diverse organisational settings.
- Understanding of the mental health and employment sectors, current mental health reform and related trends and issues.
- Commitment to recovery-orientated, person-centred and family-inclusive practice.
- Research, policy, planning, coordination and evaluation skills.
- Experience in training and/or coaching others.
- Capacity to work both independently and constructively as part of a team to meet shared objectives.
- High level computer literacy (report writing and spreadsheet data analysis and presentation).
- A commitment to equal opportunity employment practices and an understanding of diversity issues.
- Possession of a National Police Certificate.

Desirable

- Lived experience of mental health issues and recovery as a consumer, carer or family member.



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Other Requirements

- Ability to undertake intra- and interstate travel.

Acceptance of Position Description

Signature of Staff Member

Date

Name of Staff Member