

How to apply guide

headspace Graduate Program

Who is this guide for?

This guide is for applicants wanting to apply for headspace's Allied Health Graduate roles and the First Nations Allied Health Graduate roles.

Please note First Nations applicants will have a slightly different online application form and placement preferences will be discussed with applicants at the interview stage. Applicants applying for the non-First Nations graduate positions will be asked to provide placement preferences in the online form.

How to prepare your online application

The application form will ask you to provide;

- Information about your qualifications and working rights
- Details of ONE professional referee
- You will have the opportunity to complete two 12-month placements to diversify your learning experience
- Answers to short answer questions

If you received a formal recommendation to apply for this program via a headspace manager or delegate, you will need to provide those details as well. Note, **it is NOT a pre-requisite for applying to have a formal recommendation**. It is an option available for those already connected to a headspace centre.

The Short Answer Questions

- Please tell us your motivation to apply for the headspace graduate program and what makes you a good fit for headspace? (Max 300 words)
- What do you need to consider to effectively work holistically with young people in a mental health context? If relevant, draw on your previously experience working or on student placement with young people (Max 300 words)
- In terms of your professional development, what might the transition from student to graduate involve for you? (Max 300 words)
- This program requires graduates to complete two placements at different headspace services. It is strongly encouraged that one of those placements is in a regional, rural or remote service.
- Tell us what are the benefits of having the opportunity to work in a regional, rural or remote service would have on your professional development?

Steps to apply via the online application form

How to Apply

- Click on the job link which will take you to the headspace careers page
- Click on the Apply now (bottom of the advert)

A GRADUATE PROGRAM LIKE NO OTHER

- This is a graduate role where you can make a positive change for young people
- Develop expertise required for a long-term career in youth mental health
- Gain firsthand clinical experience throughout headspace

About the program

Are you looking for a rewarding graduate role, where you'll work alongside passionate people and make a real difference to young Australians? Where you'll hit the ground running, and continue developing your skills and career in youth mental health with accredited training, while you work? Find your place at headspace.

Why headspace?

headspace is a place like no other, full of passionate people making a real difference to young lives across Australia. If you're looking to develop a career in youth mental health, gain unique experience in a flexible collaborative role with accredited training and hit the ground running - we've a place for you.

This exciting graduate program is designed to provide social work, occupational therapy and psychology graduates access to a two-year comprehensive youth mental health training and development program.

Situated within a clinical team, you will play a pivotal role in a headspace service. You will contribute to developing and providing high quality, intake/assessment and ongoing psychological services to young people, and their families/carers.

Who we're looking for?

- Approved tertiary qualifications in a Psychology, Social Work, or Occupational Therapy
- Either full registration with AHPRA or eligibility for full registration with AASW
- Passion, energy, and determination to make a difference to health outcomes for young people
- Demonstrated reflective practice skills and passion for professional growth
- Demonstrated understanding and ability to determine and plan for a young person's recovery and support needs, employing a shared decision-making approach
- Demonstrated ability to make decisions, problem solve, and risk manage complex situations involving multiple stakeholders
- Excellent written and verbal communication skills, and ability to listen and build relationships with internal and external stakeholders
- Demonstrated ability to work effectively in a multi-disciplinary team
- Commitment to supporting clinical research within the service
- Willingness to work in a regional, rural, or remote headspace service for a 12-month rotation
- Capacity to travel to Melbourne for training as required

Whats on offer

- A two-year comprehensive youth mental health training and development program
- A full-time position with exceptional professional development opportunities
- Competitive annual salary, plus super, plus salary packaging
- A 40-day professional development program delivered by headspace National
- Regular facilitated Communities of Practice and multidisciplinary study groups
- Clinical supervision
- A 12-month month rotation to another headspace service in the network in your second year

How to apply

- Go to <https://headspace.org.au/careers/graduates/>
- Closing date 22 August

If you're looking for a graduate position where you'll gain unique experience, where ideas are welcomed and listened to, all while working as part of Australia's leading youth mental health team - you'll find your place at headspace.

To be eligible for this position you must


- Have the right to live and work in Australia
- Have a current Working with Children Check (WWCC) and/or pass all of the (WWCCs) required for this role
- Satisfactorily undergo a headspace Police Check
- Have proof of a Covid-19 vaccination in accordance with the headspace COVID-19 Mandatory Vaccination Policy and any Government directives

headspace is committed to being a child safe and child friendly organisation that recognises, respects and promotes the rights of children, young and vulnerable people.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply for this role and all current vacancies.

For more information contact:

Name: <https://headspace.org.au/careers/graduates/>
Phone:
Email: graduates@headspace.org.au



Apply now

This will take you to our headspace recruitment portal where you need to complete steps 1, 2 and 3

STEP 1

- Enter your details

Step 1

The screenshot shows a mobile application interface for 'Allied Health Graduate - National'. The title bar at the top reads 'Enterprise search'. Below the title, it says 'Applications close on 22-Aug-2022'. The main content area is titled 'Enter Personal Details' and is divided into three sections: 'Details', 'Contact Details', and 'Address Details'. The 'Details' section includes fields for Title (a dropdown menu), Given Name, Other Given Name, Family Name (marked with an asterisk), and Preferred Name. The 'Contact Details' section includes fields for Phone, Mobile, and Email (marked with an asterisk). The 'Address Details' section includes fields for Country (a dropdown menu), Line 1, Line 2, Line 3, City/Town, State, and Postcode. At the bottom of the form is an orange 'Next >' button. On the left side of the screen, there is a sidebar with three steps: 'Step 1: Details' (highlighted in yellow), 'Step 2: Screening', and 'Step 3: Application Attachments'.

STEP 2

Important to note – you cannot move back and forward through the application form. You can only progress once you answer all questions. Please ensure you have your answers to the questions ready to avoid starting the application form again.

- Answer all questions in the application form
- Placement Preferences Section - The purpose of these questions is to better understand your preferences for the first of your two 12-month placements. This information will be used to assist the headspace Graduate team during our matching process to ensure a successful placement match for each applicant. Successful applicants will be asked to re-submit preferences for their second rotation once they have been employed. You can choose from three options at application.
A) I have no preferences and will be open to undertaking a placement at any of the headspace services. or
B) I have placement preferences (see info below on how to indicate your preferences) or
C) I am unsure of my specific preferences for locations at this time (Note: we will offer shortlisted candidates an opportunity to update any preferences they have prior to the headspace Graduate Team placement matching process).

To indicate preferences:

In order of your preference - select a location from the drop-down list and indicate the reason that influenced your selection (e.g., family/friends living there, accommodation available, you have

previously worked at the centre or are connected in some way, you want to go to the centre for a specific reason, you want to go to a location).

For information on a location's status as metro, regional, rural and remote, please refer to the links at the end of this guide.

- When you are ready to submit your application click on next (top right corner)

Step 2

Allied Health Graduate - National
Applications close on 22-Aug-2022

Step 1 Details
Step 2 Screening
Step 3 Application Attachments

Screening
Please let us your motivation to apply for the headspace graduate program and what makes you a good fit for headspace? (Max 300 words)

Answer Question 1 *

Question 2
What do you need to consider to effectively work holistically with young people in a mental health context? If relevant, draw on your previously experience working or on student placement with young people. (Max 300 words)

Answer Question 2 *

Question 3
In terms of your professional development, what might the transition from student to graduate involve for you? (Max 300 words)

Answer Question 3 *

Question 4
This program requires graduates to complete two placements at different headspace services. It is strongly encouraged that one of those placements are in a regional, rural or remote service. Tell us what are the benefits of having the opportunity to work in a regional, rural or remote service would have on your professional development? (Max 300 words)

Answer Question 4 *

Thank you for completing your application. Please review your application carefully and **click submit**.

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STEP 3

- Click on Add to add your CV
- Click on Add to add your cover letter
- Click on Add to add any other supporting documents
- Click Finish

Step 3

Allied Health Graduate - National
Applications close on 22-Aug-2022

Step 1 Details
Step 2 Screening
Step 3 Application Attachments

Application Attachments

How to apply

- Go to <https://headspace.org.au/careers/graduates/>
- Closing date 22 August

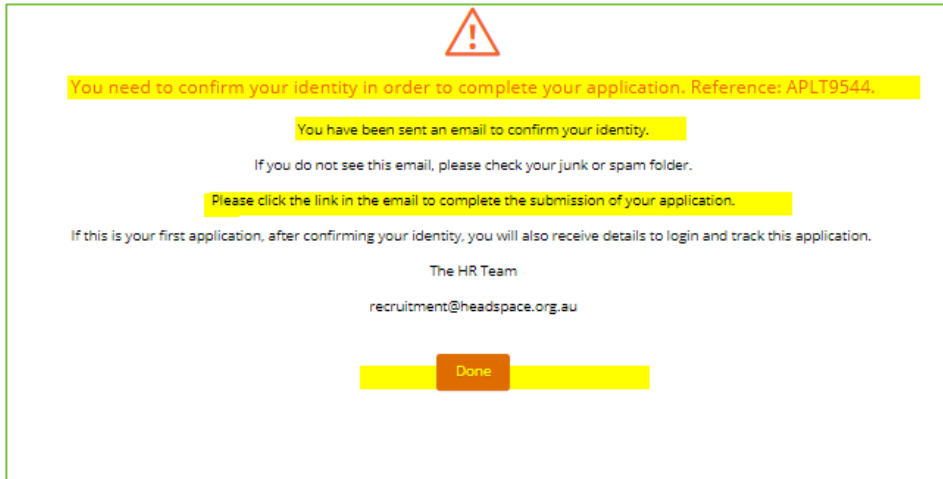
You are required to provide at least one of each of the following types of attachments:
Cover Letter, Resume

Drag new attachments here

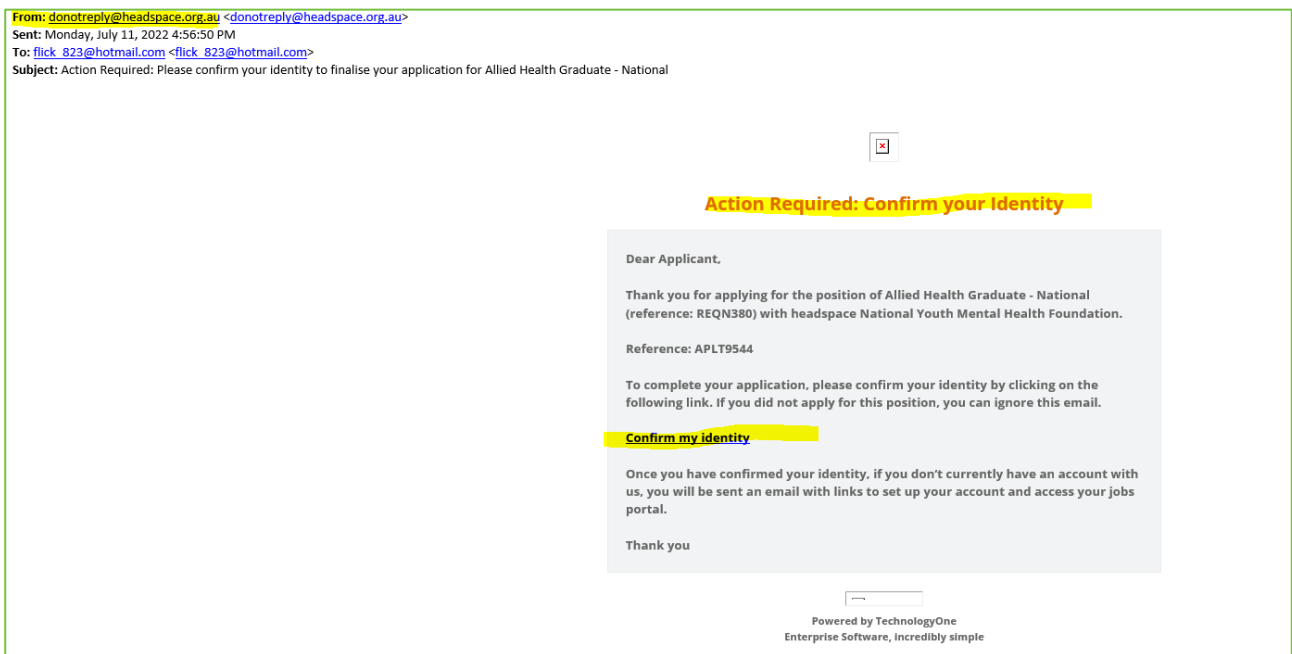
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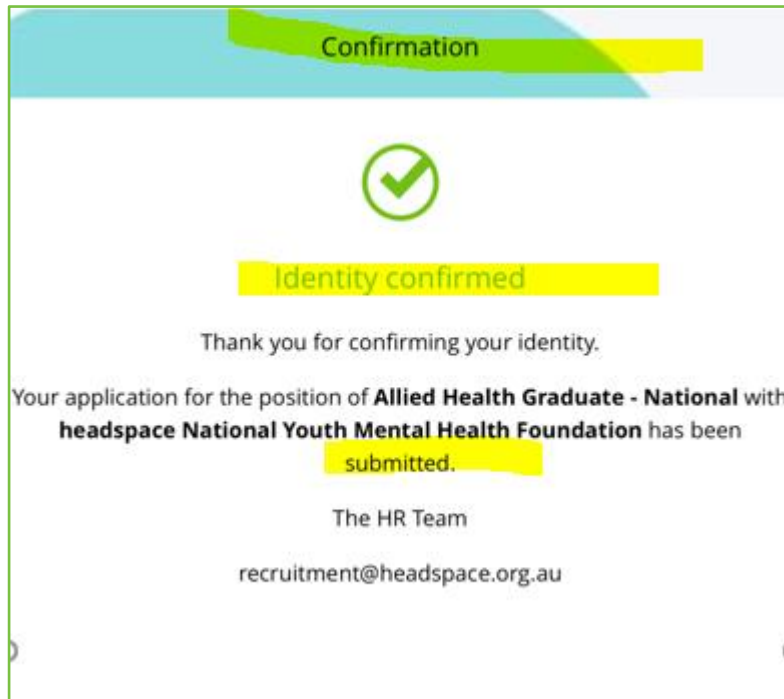
- The system will ask you to confirm your identity and will send you an email
- Click on done



- You will receive an email from donotreply@headspace.org.au
- Click on confirm my identity



- Then you will be emailed a confirmation that your application has been submitted.



- You will also be sent an email from Ci ANYWHERE to set up an account which enables you to access the headspace recruitment portal where you can view your application

Ci ANYWHERE

ANY DEVICE. ANY WHERE. ANY TIME.

Thanks for Registering

Dear Applicant,

Thank you for registering for an account on our **Recruitment Portal**.

Please keep a copy of this email in a safe place as it contains your link to login and your username.

Your username is: flick_823@hotmail.com

We have created an account for you that will allow you to:

- Log in and track your existing applications
- Manage your applicant profile, to ensure you don't miss any opportunities
- Apply for new positions quicker and easier than before

You can setup your password by clicking [here](#).

You can log in to track your applications [here](#).

Thank you

Placement Preferences

A list of possible placement locations is located here: [22ECP-Centres-June20220620-update.pdf \(headspace.org.au\)](#)

Further information can be found on the landing page: [2023 headspace Graduate Program](#)