

POSITION TITLE	Employability Skills Development Coach
JOB ID NO:	<i>As per advertisement</i>
BUSINESS UNIT	Parents Next
LOCATION	<i>As per advertisement</i>
REPORTS TO	Manager Parents Next
CONTRACT	<i>As per advertisement</i>
AWARD	Labour Market Assistance Award 2010
CLASSIFICATION	Employment Services Officer Grade 2
HOURS	<i>As per advertisement</i>
SALARY RANGE	<i>Dependent on skills and experience</i>
PRIMARY OBJECTIVE OF THE ROLE	<p>Workways Australia is a community not for profit organisation delivering employment, disability employment, youth and community services in four states and territories across Australia.</p> <p>Employability Skills Development Coaches (Parents Next) will be part of a dynamic and innovative team responsible for actively engaging and providing direct employment coaching to parents of young children; offering guidance, career support and advocacy. Employability Skills Development Coaches will use a strengths based assessment approach to focus on the abilities and aspirations of parents to maximise a sense of job choice and control over their employment pathway.</p>
SPECIFIC RESPONSIBILITIES <i>Documentation and Administration</i>	<p>Duties of this role may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Direct engagement of people in Career Planning, Strengths Assessments, accessing support services, training and programs • Direct delivery of group based employability skills training and the Esher House program (training provided) • Manage a case load of parents assigned who are experiencing unemployment including long term unemployment • Conduct intensive, regular face-to-face meetings with parents • Prepare parents for work and educate them on employer expectations, which may include utilising internal and external complementary services to advance job readiness • Support parents to increase their compliance requirements including attendance and participation in training and programs • Develop tailored Job Plans for people and ensure they are reviewed regularly to reflect their circumstances • Ensure all contractual requirements are met, including timely recording of file notes, reporting of outcomes, and resulting of appointments in

<p>Other</p>	<p>the Employment Services System (ESS) or other third party software programs</p> <ul style="list-style-type: none"> • Ensure all parents have a professional and appropriate resume tailored to the needs of each person (including checking validity of references) • Work with parents to prepare job applications for relevant employment opportunities • Perform other administration duties as required • Assist in the identification and reporting of risks. • Comply with the requirements of Workplace Health and Safety (WHS) legislation, and related WHS procedures developed by Workways Australia Ltd. • Perform other duties as required, in order to meet program outcomes.
<p>KEY SELECTION CRITERIA</p>	<ul style="list-style-type: none"> • Cert IV Training and Assessment or relevant training accreditation • Relevant tertiary qualifications in youth work, employment services (youth specialist), case management or other related fields • Demonstrated experience working in a Youth Work, Case Management, Employment Services or related industry, preferably with some experience in working with Mental Health and /or Alcohol and other drug issues • Proficiency in computer applications including Windows, MS Office Suite, Internet and Information Management systems • Ability to work effectively independently or as part of a team and contribute to team and organisational goals • Demonstrated understanding of local labour market and regional skills shortages • Demonstrated understanding of Integrated Risk Management processes and systems, and their relationship to the position.
<p>KEY RELATIONSHIPS</p> <p><i>Internal</i></p>	<ul style="list-style-type: none"> • General Manager Operations • DES Area Manager • DES Operations Manager • Head Office and Executive Staff • Site Staff
<p>PERFORMANCE INDICATORS</p>	<ul style="list-style-type: none"> • Register appropriate numbers of parents on the ParentsNext program • Maintain caseload • Provide intensive case management and program support to parents • Participation in Integrated Risk Management and WHS activities and education • Comply with WHS policies, procedures and Guidelines.
<p>COMPLIANCE & LEGISLATION</p>	<ul style="list-style-type: none"> • Maintain the Privacy Principles (Privacy Act 2015). • Maintain Confidentiality Agreements. • Act in accordance with Employment Services Code of Practice and Service Guarantees. • Maintain current knowledge of current Contracts' obligations. • Comply with Workways policies and procedures and Code of Conduct. • Comply with Occupational Health & Safety and Anti- Discrimination Legislation.

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ESSENTIAL REQUIREMENTS	<p>Successful applicant is required to undergo:</p> <ul style="list-style-type: none">• Criminal Record History check• Working with Children Check <p>Successful applicant is required to:</p> <ul style="list-style-type: none">• Hold current driver's licence• Work a flexible schedule and be available to travel and overnight stays when reasonably required