

Position Description

JVEN Job Coach

The Inner Melbourne VET Cluster

The Inner Melbourne VET Cluster Inc (IMVC) is a not for profit incorporated association, originally established to broker vocational programs for secondary schools in the Inner Melbourne region. As a key driver of vocational education, the IMVC has generated a high level of co-operation and trust, leading to well-developed collegial working relationships amongst schools in five local government areas.

In recent years, the IMVC's service capacity has grown to include providing career development services and re-engagement programs, to connect young people with career information so that they can make informed choices about their future career direction. The IMVC has a wealth of experience in the provision of transition services. Through a client-centred approach the IMVC combines personal and skills development, with practical experience and assistance, to enable young people to make individual, tailored transitions towards social and economic independence, engaging them in education, further training or employment.

The IMVC is also a registered training organisation, delivering Hospitality, Salon Assistant, Retail Cosmetics, and Screen and Media training programs in accordance with the Australian Quality Training Framework /VRQA standards.

IMVC Vision:

"Linking the energy and potential of young and marginalised people with industry, government and community"

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| Time Fraction: | 0.6 EFT |
| Salary Range: | \$62,000 to \$65,000 per annum (pro rata) |
| Responsible to: | Youth and Employment Services Manager |
| Employee Allowances: | Travel allowance, laptop and mobile phone |
| Motor Vehicle: | Applicant is required to have an Australian driver's license and own vehicle |
| Sick Leave: | 10 days a year (pro rata) |
| Holiday Leave: | 20 days a year (pro rata) |

The position is for a contract period ending 30 June 2019 with the opportunity to extend this, subject to the continued availability of funding. Appointment will be made subject to three months' probation, periodic performance reviews and clearance from a police background check with regard to working with young people. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

Job Summary

The Jobs Victoria Employment Network (JVEN) is the Victorian Government's major activity to help disadvantaged Victorian jobseekers gain employment. JVEN services are delivered by specialist employment experts who work closely with employers to identify job opportunities and prepare job seekers for those roles.

JVEN includes services that:

- Focus on disadvantaged Victorian jobseekers who require assistance to gain employment;

- Actively engage with employers to identify job opportunities and assist in meeting industry workforce needs;
- Offer flexible services designed to meet the needs of disadvantaged jobseekers and responsive to particular local/regional needs;
- Link to community support services to meet the needs of disadvantaged jobseekers and maximise employment outcomes;
- Address gaps in and complement existing services, including Commonwealth services.

As a JVEN Job Coach you will be responsible for providing tailored services to improve work-readiness of disadvantaged jobseekers, and engaging with employers to identify job opportunities to support these jobseekers transition successfully into employment.

Key Objectives

- Work collaboratively with the Youth and Employment Services Team which will require moving across multiple sites and providing assertive outreach;
- Work closely with disadvantaged jobseekers, industry, other service providers and the boarder community to strengthen the employability and life chances of Participants;
- Ensure contractual requirements are met;
- Liaise with key stakeholders both internal and external.

Reporting Relationships

The JVEN Job Coach will report to the Youth and Employment Services Manager.

Key Accountabilities

- Work collaboratively with the JVEN team to deliver and/or facilitate activities that support Participants to improve their job-readiness and into employment;
- Actively engage with employers to identify job opportunities and assist in meeting industry workforce needs;
- Offer flexible services that are tailored to the particular needs of disadvantaged job seekers and responsive to the needs of local labour market;
- Link to community support services to ensure the needs of disadvantaged Victorian jobseekers are met and employment outcomes are maximised;
- Address gaps in, and complement, existing services including Commonwealth employment services;
- Accept referrals of Victorian jobseekers from Victorian Government departments, agencies, and other bodies funded by Victorian Government to maximise opportunities for disadvantaged Victorian jobseekers;
- Compliance with relevant legislation.

Qualifications (preferred but not essential)

An undergraduate or post graduate degree in community services, education, training, employment or career development.

Key Selection Criteria

- 1) Demonstrated experience (or capacity) to improve job-readiness of disadvantaged Victorian jobseekers;
- 2) Proven success in achieving employment outcomes for disadvantaged Victorian jobseekers;
- 3) Ability to communicate, liaise and network with employers and community support services in a professional manner;

- 4) Excellent interpersonal skills, teamwork and ability to work autonomously with minimal supervision;
- 5) Well-developed written and verbal communication skills, including demonstrated experience in personal organisation and time management;
- 6) Be results driven, passionate about performance and able to meet KPIs;
- 7) Capacity to fulfil reporting and administrative requirements associated with the position;
- 8) Demonstrated experience and/or capacity in project management in order to effectively implement and manage employment programs;
- 9) High standard of organisation and time management skills including planning, record-keeping, attention to detail and the application of a range of software packages;
- 10) Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.