

Position Description

Pathway Support Worker - Reconnect

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 peoples with industry, government and community"

Time Fraction:	1.0 EFT
Responsible to:	Youth and Employment Services Coordinator
Location:	South Melbourne
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 30th June 2019. 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

Funded by the Department of Education and Training, **Skills First Reconnect** is focused on supporting disengaged high needs learners who require wrap around supports to assist them to engage with and succeed in education and training.

To be eligible for Skills First Reconnect participants must be:

- Young people aged 17-19 who are disengaged early school leavers, not currently enrolled in school or any education and training program and/or full time employment
- Long term unemployed people aged 20-64 without Year 12 or equivalent attainment

The **Pathway Support Worker - Reconnect** will manage a caseload of 50+ clients in the Glen Eira, Kingston, Stonnington LGA. The role is based in South Melbourne and includes outreach.

Key Objectives

- To conduct assertive outreach and community engagement in order to maintain a caseload of 50+ participants per year
- To complete holistic assessments of participants abilities and aspirations; learning needs; and career and personal goals
- To provide wrap around support to participants with acute levels of need to assist them to deal with these issues and progress toward education
- To ensure participants have control over their chosen pathway
- To ensure that within 12 months of service, 50 participants have enrolled and commenced an accredited course at an appropriate time during service delivery
- To track participants progress for six months once they have commenced an accredited course

Reporting Relationships

The Pathway Support Worker will report to the Youth and Employment Services Coordinator.

Key Accountabilities:

- Positively promote the program to young people, the community, training organisations and employers
- Engagement of 50+ eligible participants including undertaking an initial assessment and completion and monitoring of a student plan
- Advocate on behalf of the client to ensure their needs are promoted across a range of stakeholders. Facilitate access to broader service options within the organisation and the wider education, community sector
- Engage with vocational education/training providers and local community services to support participants to navigate and engage in services as required
- Conduct regular meetings (minimum monthly) with participants to support their engagement and achieve short and long terms goals
- Provide support to participants to enrol in and commence their chosen education/training and monitor the progress of the young person once in education to provide support to the client
- Identify individual post program opportunities for participants and ensure that referrals and linkages are made to facilitate employment and further study options
- Assist to implement re-engagement workshops within the community to engage people who are disengaged from education, employment and training
- Proactively ensure accurate and timely communication within the team and with external stakeholders
- Implement effective organisation and time management systems to ensure data collection meets contractual requirements and use data to guide decision making and evaluate outcomes
- Maintain accurate statistics to complete activity reports at required intervals
- Ensure compliance with Skills First Reconnect funding agreement terms

- Maintain accurate records of activities including case notes, referrals, education, training and employment outcomes and support provided
- Commitment to continuous quality improvement processes

Qualifications

- Qualification in any of the following areas: Youth Work, Community Services, Community Welfare, Education or relevant field (essential)

Key Selection Criteria

1. Be results driven, passionate about performance and able to meet KPIs
2. Ability to relate to all age demographics and social backgrounds
3. Proven experience in a community based service such as education, employment or youth programs
4. Proven success in achieving education or employment outcomes for individuals with high support needs
5. Demonstrated experience in or capacity to conduct holistic assessments including vocational and learning assessments
6. Demonstrated experience in providing wrap around services to individuals with acute levels of need and requiring support to address identified issues
7. Excellent oral communication, interpersonal skills, teamwork and an ability to work autonomously with minimal supervision
8. Good written communication including accuracy in spelling and grammar
9. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds