

Position Description

Transition Officer

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"

Time Fraction:	1.0EFT
Responsible to:	Transition to Work Team Leader
Location:	Western Melbourne Employment Region
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, 2022 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

Funded by the Australian Government Department of Jobs and Small Business, **Transition to Work (TtW)** is a service that assists young people aged 15-21 years who are not in employment or education. TtW provides intensive, pre-employment support to improve the work readiness of young people, help them in to work or education and provide Post Placement Support during the first six months in education or employment. The service has a strong focus on helping young people to understand what is expected in the workplace and to develop the skills, attitudes and behaviours expected by Employers.

The objectives of Transition to Work are to assist eligible young people that that they can gain and sustain Employment (including apprenticeships or traineeships), move into Education and/or improve their work readiness.

The Transition to Work service targets young people aged 15-21 years with three groups of participants eligible for assistance:

- Group One - Early School Leavers (Centrelink Clients)
- Group Two - Disengaged Young People (Direct Registrations)
- Group Three - jobactive Referrals (Stream C)

The primary responsibility of the **Transition Officer** is to work with a caseload of clients both pre-placement and throughout a six month post placement support period. Transition Officers are responsible for meeting set placement and outcome targets achieved by successfully engaging and supporting clients to transition in to education and employment and to sustain their placement.

This role is based in Werribee but must have flexibility to work across sites in Sunshine and Footscray contingent upon caseload requirements.

Reporting Relationships

The Transition Officer will report to the Transition to Work Team Leader.

Key Accountabilities:

- Providing career pathway planning support to participants to identify suitable and sustainable career options
- Evaluating the capacity of each participant and developing practical strategies to overcome vocational and non-vocational barriers to employment or education
- Motivating the young person to build employability and vocational skills and transition into either education or employment
- Identifying suitable Mutual Obligation requirements for participants to undertake and monitoring participant compliance with Mutual Obligation requirements
- Maintaining regular engagement (minimum fortnightly) through on site and outreach servicing
- Undertaking job matching activities to suitable vacancies
- Facilitating training, coaching and job application activities both individually and group based
- Achieving sustainable employment and education placement targets
- Delivering ongoing post-placement support to both employers/ training providers and participants
- Obtaining the required documentary evidence to substantiate an education or employment outcome
- Achieving education and employment outcome and sustainability outcome targets
- Maintaining accurate records of activities (including detailed case notes) and reporting on qualitative and quantitative data as required
- Ensuring compliance with Transition to Work Guidelines

Qualifications (preferred but not essential)

- An undergraduate or post graduate degree in youth work, community services, education or career development.

Key Selection Criteria

1. Minimum 12 months experience jobactive, Disability Employment Service or Transition to Work (essential)
2. Experience working with disengaged young people
3. Strong understanding of jobseeker Mutual Obligation requirements and capacity to monitor participant compliance with requirements
4. Proven success in achieving education and employment outcomes for young people
5. Demonstrated experience conducting group learning, information and training sessions focused on gaining employment
6. Experience engaging with employers and industry to obtain sustainable employment placements and providing post placement support to employers
7. Excellent interpersonal skills, teamwork and ability to work autonomously with minimal supervision
8. Well-developed written and verbal communication skills, including demonstrated experience in personal organisation and time management
9. Be results driven, passionate about performance and able to meet KPIs
10. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds