

# Inner Melbourne VET Cluster

## Position Description

### Transition Officer/Youth Start



Endless Opportunities

#### About Us

The Inner Melbourne VET Cluster (IMVC) is a progressive not-for-profit organisation that has been providing vocational education and training programs, and employment services for young people experiencing disadvantage for over 20 years.

Our purpose is to develop the confidence, education, and employability skills of young people to ultimately transition into work and independence.

The IMVC focuses on service delivery in various regions across metropolitan Melbourne, with current contracts in the west, Melbourne CBD, inner south-east, and north. We are well respected in the education sector, government, industry, and the broader community often working collaboratively with other agencies to achieve positive and sustainable transitions for our stakeholders.

The IMVC delivers a diverse suite of education and employment programs and services and, as such, we can provide our stakeholders with a holistic approach to the development of skills and capabilities to:

- Learn – participate in education and training
- Work – participate in employment, unpaid or voluntary work, and
- Engage – connect with people and community

Our programs include:

- Career and transition initiatives
- Case-management services
- Accredited and pre-accredited training
- Work readiness and re-engagement programs
- Coordination of VET courses delivered in secondary schools
- Workplace learning and industry immersion
- National Disability Coordination

#### IMVC Vision:

*“Linking the energy and potential of young and marginalised people with industry, government and community”*

#### Key details for this role

<b>Time Fraction:</b>	1.0EFT
<b>Location:</b>	Melbourne and South Melbourne
<b>Employee Allowances:</b>	Travel allowance, laptop, and mobile phone
<b>Motor Vehicle:</b>	Applicant is required to have an Australian driver's license and own vehicle
<b>Sick Leave:</b>	10 days a year (pro-rata)
<b>Holiday Leave:</b>	20 days a year (pro-rata)

The contract for this position ends on 30 June 2022, There is an opportunity to extend this subject to the continued availability of funding. You will be subject to three months' probation and clearance from a police background check about working with young people.

Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

#### About the role

Funded by the Australian Government Department of Jobs and Small Business, **Transition to Work (TtW)** is a service that assists young people aged 15-24 years who are not currently working or studying. TtW provides intensive, pre-employment support to improve work-readiness, help the young people 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 behaviours are expected in the workplace and to develop the relevant skills, attitudes, and behaviours.

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

### **Reporting Relationship**

The Transition Officer will report to the Youth Start Transition to Work team leader.

### **Key Accountabilities**

- Provide career pathway planning support to participants to identify suitable and sustainable career options
- Evaluate the capacity, talents, and interests of each participant and develop practical strategies to overcome vocational and non-vocational barriers to transition to employment or education
- Motivate participants to build employability and vocational skills to enable transition into education or employment
- Identify suitable Mutual Obligation requirements for participants to undertake and monitor participant compliance
- Maintain regular engagement (minimum fortnightly) through on-site, telephone, and outreach servicing
- Undertake job-matching activities to suitable vacancies
- Facilitate training, coaching, and job application activities both individually and group-based
- Achieve sustainable employment and education placement targets
- Deliver ongoing post-placement support to both employers/ training providers and participants
- Obtain the required documentary evidence to substantiate an education or employment outcome
- Achieve education and employment outcome and sustainability outcome targets
- Maintain accurate records of activities (including detailed case notes) and reporting on qualitative and quantitative data as required
- Ensure compliance with Transition to Work Guidelines

### **Qualifications (preferred but not essential)**

An undergraduate or postgraduate degree in youth work, community services, education, or career development.

### **Key Selection Criteria**

1. Minimum 12 months experience working in jobactive, Disability Employment Service or Transition to Work programs (essential)
2. Experience working with disengaged young people
3. Strong understanding of job-seeker participant requirements and capacity to monitor participant compliance
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 can 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