

Jobs Victoria Employment Service Mentor

Position Description

The Inner Melbourne VET Cluster



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 people experiencing disadvantage for over 20 years.

Our purpose is to develop the confidence, education, and employability skills of 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 vocational 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

Position title	JVES Mentor
Responsible to:	JVES Program Manager and Youth and Employment Services Manager
Time Fraction:	1.0 EFT
Location:	South Melbourne
Employee Allowances:	Travel allowance, laptop, and mobile phone
Motor Vehicle:	Applicant is required to have an Australian driver’s licence and car
Sick Leave:	10 days a year (pro-rata)
Holiday Leave:	20 days a year (pro-rata)

The contract for this position ends on 30 June 2023 with the 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 JVES

Funded by the Victorian Government, the new **Jobs Victoria Employment Services (JVES)** program is one element of a range of Jobs Victoria initiatives designed to offer personalised employment support to long-term unemployed jobseekers or jobseekers at risk of being long-term unemployed to secure work. This service employs expert Jobs Victoria Mentors who will work with jobseekers to get them work-ready and connect them to jobs.

The JVES Industry Engagement Officer's role is to work with Victorian employers to meet their skills and labour needs by connecting them to suitable Jobs Victoria jobseekers.

Other elements of Jobs Victoria are:

- Wage subsidies
- Jobs Victoria Advocates
- Jobs Victoria Careers Counsellors
- An online platform and telephone hotline support
- Investing in social procurement.

Key features of the JVES model include:

- The participation of jobseekers is voluntary
- The focus is on jobseekers who require additional assistance to gain and retain employment
- The model provides a level of flexibility to allow services to be tailored to suit the individual while retaining a strong focus on employment outcomes
- Services may include pre-employment and post-employment support
- JVES Industry Engagement Officers work closely with employers to identify job opportunities and prepare jobseekers for those roles.

The IMVC Jobs Victoria Employment Services contract is being delivered in partnership with TaskForce Community Agency. This role is responsible for delivering services in the Inner Metro Employment Services Region which includes the Local Government Areas of Port Phillip and Melbourne.

Our JVES team is comprised of JVES Mentors, JVES Industry Engagement Officers, and a JVES Program Manager.

About the role

The primary role of the JVES Mentor is to deliver targeted and individual support to long-term job seekers to support them be job-ready and secure work.

Key Objectives

- Work closely with disadvantaged jobseekers, industry and other service providers and the broader community to strengthen the employability of, and employment opportunities for, jobseekers
- Actively support jobseekers to improve job readiness, gain and sustain paid employment.

Key Accountabilities

- Maintain regular engagement with a caseload of jobseekers through on-site, telephone and outreach meetings
- Work collaboratively with the JVES team to deliver and/or facilitate activities that support jobseekers to improve their job readiness and into employment
- Actively support jobseekers to address barriers to employment via facilitated referrals to appropriate services
- Provide career pathway planning support and connect jobseekers with industry immersion initiatives to broaden their exposure to career opportunities
- Facilitate a suite of post-placement support initiatives once employment has been gained to ensure the smooth transition into sustainable employment for jobseekers and employers
- Ensure compliance with contractual requirements and relevant legislation
- Achieve all employment placement and outcome targets as set by the JVES program manager
- Any other duties, as directed.

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 case management experience within employment programs
2. Proven success in achievement employment outcomes for jobseekers
3. Experience engaging with employers and industry to obtain sustainable employment placements and providing post-placement support to employers
4. Demonstrated capacity to work collaboratively with support services and agencies to facilitate referrals for jobseekers to address non-vocational barriers to employment.
5. Excellent interpersonal skills, capacity to work as part of a team and autonomously with minimal supervision
6. Compliance focussed with strong administrative skills including maintaining up-to-date records and meeting all contractual requirements
7. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.