******Position Description

Transition Officer

**About Us**

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 allow them to ultimately transition into work and independence.

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.

**Time Fraction:**  0.8EFT

**Location:** Collingwood

**Employee Allowances**: Travel allowance, laptop, and mobile phone

**Motor Vehicle:** Applicant is required to have an Australian driver’s license

**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 six months’ probation, periodic performance reviews and clearance from a police background check about working with young people. Superannuation will be paid by IMVC at the prescribed rate as specified within the Superannuation Act.

**Job Summary**

Our Youth Start program has a proud history of delivering a successful Transition to Work program in Inner Metropolitan Melbourne since 2016. We operate from locations in Brunswick, Flemington, Collingwood, Melbourne, South Melbourne, Cheltenham, Chelsea, and Moorabbin.

This position is based in Collingwood, but you may be required to work across other sites in Inner Metropolitan Melbourne from time to time.

Funded by the Australian Government Department of Education, Skills and Employment, Transition to Work (TtW) is a service that assists young people aged 15-24 years who are not in employment or education. TtW provides intensive pre-employment support to improve the work-readiness of young people, help them into 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 required skills and behaviours expected.

Transition Officers are responsible for managing a caseload of young people and are required to meet set placement and outcome targets which are achieved by successfully engaging and supporting clients to transition into education and employment and to sustain their placement.

**Reporting Relationships**

The Transition Officer will report to the Youth Start Team Leader.

**Key Accountabilities**

* Provide career pathway planning support to identify suitable and sustainable career options
* Evaluate the capacity of each young person and develop practical strategies to overcome vocational and non-vocational barriers to employment
* Develop each young person’s employability and vocational skills to transition into education or employment
* Identify suitable Mutual Obligation requirements for young people to undertake and monitor each young person compliance with Mutual Obligation requirements
* Maintain regular engagement (minimum fortnightly) via on site and outreach meetings
* Undertake job search activities including job matching, referral to vacancies and reverse marketing
* Deliver post-placement support to both employers/ training providers and young people
* Obtaining the required documentary evidence to substantiate an education or employment outcome
* Achieve all placement and outcomes targets as set by the team leader
* Maintenance of accurate records including detailed case notes and job plans
* Ensure 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. Min 12 months experience jobactive, Disability Employment Service, Transition to Work or JVEN/ JVES (essential)
2. Experience working with disengaged young people
3. Understanding of jobseeker Mutual Obligation requirements and capacity to monitor compliance
4. Proven success in achieving education and employment outcomes for young people
5. Experience engaging with employers and industry to obtain sustainable employment placements and providing post placement support to employers
6. Excellent interpersonal skills, teamwork, and ability to work autonomously
7. Well-developed written and verbal communication skills, and strong time management skills
8. Be results driven, passionate about performance and able to meet KPIs
9. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds