

Wyndham Community and Education Centre Inc

Job Description

Special Employment Projects Officer Job Description

General Information

Incumbent:	New position
Classification:	Social, Community, Home Care and Disability Services Industry Award. Schedule B – Social and Community Services Employees, Level 4.1
Reports to:	Employment Coordinator
Hours:	38 hours per week
Core hours:	Monday – Friday 9am-5:06 pm
Duration:	Ongoing subject to funding

Position objective

The Special Employment Projects Officer is responsible for high volume recruitment projects and aims to place eligible participants into full-award wage employment and to support and assist them in maintaining sustainable employment

Performance will be assessed on achieving targets and KPIs as agreed with the Wyndham CEC's Employment Coordinator.

The Special Employment Projects Officer will work closely with Wyndham CEC's Employment Coordinator, Projects Manager and Project Services Unit (PSU) team to regularly review the performance of programs.

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Duties & responsibilities

1 Program delivery

- 1.1 Source and manage the end-to-end process of large-scale recruitment projects for various employers, ensuring vacancies are filled within required timeframes
- 1.2 Work within PSU contract of service delivery and applicable funding arrangements and offer appropriate levels of client service
- 1.3 Maintain job placement by establishing a relationship with the employer and making regular contact to assess the workers progress and offering support if the worker is not successful in the job
- 1.4 Organise candidate participation in employer led pre-employment training
- 1.5 Compliance with the reporting requirements and funding contract guidelines for service delivery

2 Client support

- 2.1 Assess the work-readiness and appropriateness of jobseekers wishing to enter employment
- 2.2 Assist clients with job readiness skills and strategies for job seeking, applications, interviews and employment retention
- 2.3 Canvass jobseekers to employers and market to appropriate vacancies and support retention in the workplace to exceed six months
- 2.4 Ability to assist clients with communication skills strategies to gain and retain employment

3 Marketing and promotion

- 3.1 Participate in Communities of Practice with other employment service providers and promote the program at job fairs and career expos
- 3.2 Actively identify and generate new leads to build the program's market share across the program's region
- 3.3 Conduct candidate sourcing activities through direct approach and advertisements, and execute attraction strategies and initiatives

4 Organisational planning

- 4.1 Communicate problems impacting on the performance of the service to the Employment Coordinator in an effective and timely manner
- 4.2 Participation in staff meetings and the planning and review of the program and other Wyndham CEC services when required

5 Relationships

- 5.1 Maintain co-operative working relationships with other members of the PSU team and other staff at Wyndham CEC
- 5.2 Establish new and strengthen established links with employers, job seekers and service providers to ensure all round support for the client and to meet project targets
- 5.3 Build effective relationships with job seekers and employers to ensure the service responds to each of their needs
- 5.4

6 Reporting

- 6.1 Maintain employer and client records aligned with organisational privacy policies
- 6.2 Record service performance information, including a target/actual caseload spreadsheet, and ensure data bases are updated

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7 Risk and Compliance

- 7.1 Compliance with the reporting requirements and funding contract guidelines for service delivery
- 7.2 Ensure compliance with Wyndham CEC Policies and Procedures.
- 7.3 Provide services free from any sexual harassment and any unlawful discrimination that contravenes the:
 - Commonwealth Racial Discrimination Act 1975
 - Commonwealth Sex Discrimination Act 1984
 - Disability Discrimination Act 1992
- 7.4 Provide services in compliance with relevant sections of the:
 - Privacy Act 1988
 - Crimes Act 1914
 - Freedom of Information Act 1982

8 Other requirements

- 8.1 Take on other duties consistent with the position as directed by the Employment Coordinator-

Qualifications

- Relevant qualification in Employment / Education Counselling, Welfare, Community Services, Sociology and/or three years' experience with employment programs
- Current Working with Children Check and National Police Check.
- Current Driver's Licence

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre Inc. as stated in its Rules of Association and Vision & Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

Key Selection Criteria

The person for this position will:

1. Technical/Professional Skills and Knowledge

- Ability to keep up-to-date on current developments and trends within the Victorian labour market
- Computer literate in Microsoft office products

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2. Understanding Diversity

- Ability to provide advocacy and promote inclusive and equitable recruitment practices within the workplace
- Ability to recognise peoples strengths, aspirations, and abilities and effectively market them to available roles in the job market
- Ability to link labour market gaps with training to support client groups
- Sensitivity to the cultural diversity of the region and its implications for the delivery of appropriate programs

3. Focused on Outcomes

- Demonstrated ability to achieve and exceed monthly targets and goals
- Knowledge of different marketing techniques to achieve outcomes/goals and assist others to achieve outcomes/goals
- Demonstrated ability to be creative in adopting ways to deal with different labour market demands

4. Developing and Managing Relationships

- Experience developing and maintaining partnerships and productive working relationships with all stakeholders to achieve outcomes
- Ability to market the program and establish robust and ongoing employer relationships to achieve employment outcomes

5. Communication

- Maintain / create working relationships with stakeholders

6. Motivation and Support

- Ability to assist clients who require additional support towards employment goals
- Ability to maintain regular contact with clients and employers via phone, online or face-to-face to assess the client's progress and support job retention

7. Self-management

- Ability to continually building knowledge and expertise through professional development opportunities

8. Initiative and Problem Solving

- Capacity to show initiative, work independently and respond to changing work circumstances