

Wyndham Community and Education Centre Inc

Job Description

AMEP Pathway Counsellor (Wyndham)

Job Description

General Information

Incumbent:	
Classification:	Education Services Award 2010 – General Staff Level 4.2
Reports to:	Education Manager/ AMEP Coordinator
Hours:	38 hours per week
Core hours:	9:00am-5:06pm
Duration:	On-going

Position objective

The Pathway Counsellor will provide support and guidance to AMEP students including the development and review of student Individual Pathway Guides (IPGs). Students will be guided in the most appropriate direction for their learning needs and explore pathways for further education and/or employment.

This position reports to both the AMEP coordinator and the Education Manager.

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Duties & responsibilities

1 Conduct entry interviews and prepare IPGs

- 1.1 Conduct entry interviews with AMEP students and prepare Individual Pathway Guides (IPG). IPGs must be completed within 4 weeks of commencement
- 1.2 Keep a record of all appointments
- 1.3 Write student letters when required
- 1.4 Obtain USIs for students

2. Provide pathway guidance sessions to student

- 2.1 Provide students with information essential to making pathway decisions following every progressive assessment (200hrs).
- 2.2 Record all discussions and outcomes of any pathway advice in individual student IPGs
- 2.3 Refer new and transitioning students to appropriate AMEP courses (including SLPET, SPP, Volunteer Tutor Program and Distance Learning Program), and/or other appropriate support services, according to student needs and circumstances
- 2.4 When requested, facilitate students to change their learning pathway, such as their tuition stream, mode, or eligibility for sub-programs
- 2.5 During pathway guidance sessions discuss the following
 - student settlement ambitions and barriers to learning, including resolution of issues that might lead to early client exit
 - methods to improve student English proficiency to participate effectively in the local labour force, participate in further study or training, or to access or enter other government programs, generally
- 2.6 Liaise with the AMEP Coordinator and teachers about student progress and plans
- 2.7 Manage a caseload of up to 300 students per year
- 2.8 Submit override applications via ARMS and communicate with LfE when required
- 2.9 Liaise with other AMEP administration staff regarding childcare requirements
- 2.10 Interview potential SLPET students

3. Conduct exit interviews

- 3.1 Conduct exit interviews and advise students on options post AMEP that lead to employment, training, or social inclusion outcomes

4. External relationships

- 4.1 Liaise with local settlement providers, community agencies and employment services providers
- 4.2 Participate in Learning for Employment (LfE) networks to share skills and knowledge and ensure consistent practise across sites

5. Reporting

- 5.1 Record and update IPG files
 - 5.2 Assist the AMEP Coordinator, as directed, to provide a weekly report on AMEP students to the Education Manager – when required
 - 5.3 Report / refer issues with student pathways to the AMEP Coordinator as they arise
 - 5.4 Assist the Education Manager with the collation of statistical data required for reports, as required
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6. Risk and Compliance

- 6.1 Together with the AMEP Coordinator ensure all AMEP student files are maintained as per the AMEP service Provider instructions and guidelines
- 6.2 Assist the AMEP Coordinator with file monitoring
- 6.3 Ensure compliance with Wyndham CEC Policies and Procedures
- 6.4 Keep abreast of all changes regarding AMEP pertaining to pathways requirements
- 6.5 Attend regular AMEP administration meetings as required
- 6.6 Assist with the follow up of students on waiting lists or students who are often absent

7. Professional development

- 7.1 Attend Professional Development sessions as identified
- 7.2 Complete an annual PD Log

8. Other requirements

- 8.1 Take on other duties consistent with the position as directed by the AMEP Coordinator and/ or Education Manager

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 Constitution and Vision & Mission statements.

Have a strong understanding of Occupational Health and Safety requirements and ensure work practices reflect this.

Have a strong understanding of child safe standards, MARAM, and family violence reforms.

Key Selection Criteria

- Capacity to plan and deliver educational/vocational counselling pathways
- Demonstrated experience with educational, government, business, and CALD networks
- Highly developed communication and interpersonal skills with the ability to deal with complex internal and external stakeholder queries
- Excellent attention to detail and time management skills
- Three years previous experience in a similar role

Qualifications / Other Requirements

- Qualification and /or experience in education, social work, counselling and/or related fields
 - Current Working with Children Check
 - Police Check at time of employment
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- Valid Victorian Driver's License and access to a car. Km will be reimbursed as per award.
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