Employment Worker

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| **REPORTING RELATIONSHIPS** | |
| Reports to | Employment Program Manager |
| Direct reports | Nil |
| Indirect reports | Nil |
| Internal stakeholders | All Whitelion staff |
| External stakeholders | Young Aboriginal people  Aboriginal Services  DHS Youth Justice and Out of Home Care services  Current and potential employers  State and Federal Funding bodies  Relevant NGOs  The broader social welfare sector as required |
| **FUNDAMENTALS** | |
| Work Environment  Based in Geelong, The Employment worker will be required to regularly travel within designated locations for young people and stakeholder engagement purposes. This position will also be required to travel to other regions. | |
| Working Conditions  • This is a full time position with 38 hours per week dependant on continued funding.  • Some evening and weekend work is required.  • Salary band is $51,316.72-$57,106.40 dependent on experience, and qualification plus employer superannuation contributions of 9.5 %  • Salary packaging options available.  • A probationary period of 6 months will apply.  • The successful candidate will need to have a current Victorian Driver’s Licence and be willing to drive.  • The successful candidate will need to be willing to undergo a Criminal Records check and a current Working with Children’s Check and will be responsible to maintain its validity. | |
| **PURPOSE** | |
| **Vision** We stand for: **The Courage to Choose a Better Future** | |
| **Employment Worker’s Strategy and Purpose**  The Employment Worker’s purpose is to support the organisation’s vision by effectively supporting young vulnerable people in to long term sustainable employment and delivering results and maintainable growth within a partnership model.  **Whitelion Inc** is a non-profit organisation that supports disadvantaged young people. Whitelion’s mission is to build meaningful relationships and create opportunities that enable highly vulnerable and high risk young people to reconnect with society and reach their potential. Whitelion provides youth focussed, culturally and gender specific programs including mentoring, employment, role modelling and specialist outreach.  These come together to develop and deliver community services to disadvantaged Aboriginal young people in the state of Victoria. | |
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| **VALUES** | |
| The Employment Worker role has a major influence on the development of the organisation culture that is based on being:  **Real, Committed, Innovative, Passionate, Courageous, Professional & Collaborative** | |

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| **CAPABILITY FRAMEWORK** | |
| **Personal Effectiveness** | |
| Insight and growth | * Possesses a strong desire to learn about and experience new things * Seeks feedback and responds appropriately * Understands the impact of own emotions and behaviours * Continually looking to develop own expertise |
| Resilience | * Is optimistic and positive * Bounces back from difficult situations |
| Energy and drive | * Takes personal accountability for actions * Works to the best of ability to exceed expectations * Stays true to our values * Keeps trying no matter what * Never gives up on our young people |
| **Works with Others** | |
| Collaborates | * Seeks the contribution of others * Shares information * Tries to understand perspectives, needs, feelings & values of others * Communicates openly, honestly and with positive intent * Makes others feel valued when they express a different view * Remains open to a range of options and ideas * Works with others to reach consensus * Supports team decisions |
| Manages conflict | * Brings conflict into the open and deals with it appropriately |
| Inspires others | * Admits mistakes and takes responsibility for their outcome * Advocates for young Aboriginal people * Sets realistic goals and standards * Promotes our purpose, values and strategy * Builds trust through reliability and consistency * Represents the organisation appropriately * Stands up for what the organisation believes |
| Plans and organises resources | * Breaks down barriers for others to be successful |
| **Creates Organisational Impact** | |
| Grows the organisation | * Thinks outside the square to continuously improve the organisation * Calls on best practice research to inform actions |
| Leads others through change | * Embraces change |

| **KEY RESULT AREAS (KRAs)** | **Key Tasks** |
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| • Positively engage young Aboriginal people in the Program | * Effectively engaging Aboriginal and Torres Strait Islander young people in vocational and employment activities, inclusive of resume development, interview preparation and industry education |
| • Support young Aboriginal people into employment | * Supporting the matching of Aboriginal and Torres Strait Islander young people with employers and educational service providers |
| • To be highly efficient with case work and administrative tasks | * To follow the Employment Programs methodology; conduct a vocational assessment and case plan. To ensure all case notes and associated administrative tasks are uploaded on SYARD (internal data base) according to policy |
| * To be an effective team member | * To work collaboratively within the team and broader organisation; engaging in appropriate information sharing between programs as well as communicating effectively with interstate Whitelion. |
| * Maintain Key Stakeholder relationships | * Attendance at professional meetings with key stakeholders |

Key Selection Criteria

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| **SKILLS AND EXPERIENCE** |
| * Demonstrated commitment and ability to work effectively with young Aboriginal people, their families and communities. * Demonstrated knowledge and understanding of Indigenous societies and culture, an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people. * Strong interpersonal skills, with an ability to build rapport and strong relationships with a range of people, including disengaged young people and personnel at all levels of business or community organisations. * Experience and or understanding in the importance of the provision of case management. * Demonstrated experience in supporting young people to achieve sustainable employment. * Demonstrate strong written and verbal communication skills including, interviewing, assessment and planning skills * Hold a current drivers licence and be prepared to drive * Hold a current and valid Working with Children’s check (WwCc) * Willing to undertake a police check |
| **EDUCATION / QUALIFICATIONS** |
| * Relevant tertiary qualification in Social Work, Youth Work, Psychology, Social Science or related area will be highly regarded. * Demonstrated relevant employment experience is an advantage. |