

Position Description

1. POSITION DETAILS	
Position Title	Jobs & PPS Consultant
Company	
Location	Yarrabah
Reports to	Participation Support Team Leader
Supervises (if applicable)	Not Applicable
Position Type	Full Time
2. PURPOSE	
A brief over of the role	
<p>To provide intensive and culturally appropriate in-work support for a variety of cohort groups that are currently in employment to maximise employment outcomes for the organisation, Employers and Participants. This position will provide effective mentoring support to both employers and Participant's and work closely with Participation Support Officers and the Community Activities Coordinator to deliver a solution focused support program for working Participants.</p> <p>Seek employment opportunities which match Participants abilities, skill set and vocational choice, and facilitate their transition into employment.</p>	
3. PRIMARY RESPONSIBILITIES & KPIs	
Describe the key responsibilities and duties of the role	
<p>Support</p> <ul style="list-style-type: none">• Conduct minimum fortnightly contacts with both Employers and Participant's that are currently in employment and tracking to outcomes• Assess placements to identify risks to employment fall out and develop pro-active strategies to mitigate these risks• Deliver one on one mentoring support to Participants in employment• Facilitate referrals to professional services and external organisations where appropriate to ensure candidates receive appropriate support and assistance with non-vocational issues whilst continuing employment• Work with employers to address any issues in the workplace that may be affecting the candidate's work and assist facilitate mediation if required• Effectively acknowledge and address jobseeker and employer concerns as they arise, including taking action in the form of discussions and mediation as required• Participate and coordinate on-site inductions where appropriate <p>Administrative Duties</p> <ul style="list-style-type: none">• Provide accurate mentoring reports on jobseekers• Undertake and assist in the completion of induction paperwork	

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- Respond to all employer, jobseeker and internal queries in a prompt and professional manner
- Work closely with other stakeholders to ensure documentary evidence for outcomes is collated in a timely manner.

Business Development

- Actively seek out further employment or other opportunities for Yarrabah Participants when engaging with employers or community stakeholders
- Provide employers and Participants with a high level of customer service and support

Accountability and Compliance

- As the in-work support specialist for the region, accept responsibility & accountability for all mentoring support activities
- Ensure ownership of the actions, outcomes and strategy of the mentoring support activities through clear and honest activities
- Coordinate the mentoring support effort to ensure operational, contractual and cultural protocols and needs are met
- Maintain confidentiality and adherence to all organisational policies and procedures by self and all members of the team take action to address breaches when they occur
- Maintain an understanding of the compliance framework and processes for all employment and outcome related activities

Stakeholder relationships

- Build and maintain relationships with employers to maximise future vacancies
- Assist other stakeholders by gathering the required documentary evidence within relevant timeframes

Workplace Health & Safety

- Ensure all fellow team members and activities adhere to requirements, policies and procedures in line with regulations and legislation as well as EEO and employment diversity principles and practices.
- Ensure 100% of incidents and injuries are reported and corrective actions are taken in accordance with policy.

While a representative of the duties and responsibilities of the role, this Employment Position Statement does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

4. KNOWLEDGE / EXPERIENCE / QUALIFICATIONS

What specific knowledge / experience / qualifications are required for this role

Essential:

- Confident skills for leading and coordinating people, problem solving, team building, time management, project coordination, and the ability to develop practical solutions.
- Good written and verbal communication, negotiation, people and networking skills to successfully liaise with jobseekers and stakeholders.
- Ability to develop and implement mentoring and/or in-work support plans and activities to ensure engagement of jobseekers and maximise outcomes.
- Previous training experience or trade qualifications would be highly regarded
- Driver's Licence (open, manual) and relevant Child Suitability Card or ability to get one.

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5. EMPLOYEE ACCEPTANCE	
I accept and understand the responsibilities and duties of this role	
Name of Employee	
Date of Commencement	
Signature	
Date	