



POSITION : Employment Consultant
WORK STATUS: FULL TIME
INCUMBANT:
REPORTING TO : SITE MANAGER

POSITION OBJECTIVE :

The Employment Consultant is primarily responsible to deliver individually tailored job seekers employment services which will result in the achievement of sustainable employment

POSITION REPORTING TO THIS ROLE :

NIL

KEY DUTIES AND RESPONSIBILITIES :

Identify jobseeker skills, abilities, needs and barriers to employment:

- Assess jobseekers skills, abilities, needs and barriers to employment;
- Recognition of job seeker strengths, areas of development and develop strategies to achieve employment.
- Undertake job seeker skills assessment
- Assist jobseekers to identify and work productively towards realistic employment goals;
- Develop, monitor, review and update job seekers Employment Pathway Plan
- Build the capability of job seekers
- Ensure jobseekers understand their rights and responsibilities as per guidelines;
- Refer jobseekers in need of additional assistance to appropriate providers;

Assist jobseekers to improve their employment opportunities and find sustainable employment:

- Negotiate wage subsidy arrangements with eligible employers in consultation with Site Managers;
- Refer jobseekers to available vacancies;
- Provide jobseekers with resources, advice and assistance enabling them to develop application letters, resumes, interview techniques and to self canvass employers;
- Assist jobseekers with strategies to build self-confidence;
- Provide relevant and current information and advice on training, education and work experience opportunities;
- Negotiate with jobseekers for assistance with costs associated with education, training, job search, work experience and commencement in employment, with the approval of the Site Manager;
- Where appropriate, encourage and assist jobseekers into work experience;
- Organise any other special requirements to assist jobseekers to find employment;
- Provide ongoing support to jobseekers while in stream services and work experience;
- Ensure that all job seekers who have secured employment or education that meets DEEWR's criteria for a "Full" or "Pathway" outcome are referred to the Post Placement Support database within 14 days of commencement for monitoring and assistance through to achievement of 13 and 26 week outcome.

Maintain accurate and detailed records:

- Ensure that contractual obligations for maintaining and disposing of records are implemented;
- Ensure records are kept as per EIV record keeping policy;
- Ensure that jobseekers records meet auditing requirements;
- Observe privacy and confidentiality principals as per contract guidelines and also in line EIV's Privacy Policy;
- Ensure Employment Innovations Pty Ltd (EIV) procedures are adhered to;
- Ensure that jobseekers are regularly monitored for outcomes and exits;



Attend and actively contribute to meetings

- Attend and pro-actively contribute to EIV staff meetings; and
- Participate in and positively contribute to meetings and planning sessions to enhance the Job Services Contract that EIV deliver .

Marketing

- Promote EIV to employers, external stakeholders and the general public.

General

- Other duties as directed by the Site Manager/ Senior Management.
- Travel as required.

SELECTION CRITERIA :

Skills and attributes:

- | | | |
|----|---|--|
| 1. | clients and staff. | A friendly, positive and professional attitude in dealing with |
| 2. | communication skills. | Demonstrated computer literacy and verbal/written |
| 3. | caseloads. | The ability to effectively manage relatively large client |
| 4. | client flow and operational requirements. | Flexibility to effectively handle changes in work environment, |

Knowledge and experience:

- | | | |
|----|--|---|
| 5. | backgrounds and an empathy with | Demonstrated ability to work with people of all ages and |
| 6. | disadvantaged and long term unemployed people. | Demonstrated ability to interview and assess client needs. |
| 7. | assist clients in obtaining employment. | Demonstrated ability to tailor individual action plans that |

Qualifications:

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| 8. | essential. | Certificate IV Employment Services is desirable but not |
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CONDITIONS OF EMPLOYMENT :

Employment Details

- Hours of the position are 38 hours per week: Monday – Friday 8.30am–5.00pm (30 minutes for lunch).
- 1 day off (RDO) for every 4 weeks worked which will be scheduled by management.
- Completion of an initial six-month probationary period will apply.
- A current, unrestricted driver’s licence is required for this position.
- EIV provides a smoke free workplace.
- EIV is an equal opportunity employer.

Remuneration:

Salary package to be negotiated:

Employer contribution to Superannuation at 9%
Loading on annual leave at 17.5%



APPLICATION DETAILS :

Applications must include:

1. Letter of Application
2. Your written response to Selection Criteria
3. Curriculum Vitae/Resume
4. Name and contact details of two professional referees

Applications "**Confidential Application**" addressed to:

Michelle Dickson
Site Manager
Employment Innovations Pty Ltd
P. O. Box 474
Morwell 3840

Please note that email applications to mdickson@eiv.com.au will be accepted, but applicants are encouraged to place a 'read receipt' on applications.