

VICTORIA DALY REGIONAL COUNCIL

Integrity, Respect Equality Honesty, Openness

CEO REPORTS TO CEO POSITION DETAILS The CDP Employment Consultant is an integral part of the CDP site team. Deliver the Community Development Programme (CDP) contract in community. the Employment Consultant will provide a range of jobseeker services within the community that lead to positive personal and professional development and encourage community participation to enable long-term employability. Assist in achieving targets and key performance indicators to maintain a financially sustainable delivery m for the Community Development Program (CDP) and ensuring contractual compliance and quality outcomes on community for all stakeholders. 1. Delivering quality integrated case management and support, including identifying clear go and pathways, tailoring assistance to the local labour market and assisting job seekers to overcome identified. 2. Keep the CDP IT system up to date; Forward appointments (every 28 days), compliant job p activities and assistance to address and meet mutual obligations. 3. Ensure all appointments are resulted daily, appropriate compliance action is taken and comments record actions correctly. 4. Updating the JSCI, conducting assessment with evidence to support any interventions nego and agreed to. 5. Ufilise CDP IT system to record job seekers goals, aspiration, pathways and assistance to be delivered along with interventions and developments or changes in job seeker circumstance a minimum in the Job Plan, Intervention Management Tool and Comments. 6. Developing with the job seeker realistic mid/long term goals linked to job strengths and inter Clear strategies to achieve goals and document progress to achieve goals and overcome	- Andrews				
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 Understanding of the job seeker circumstances. Approaches all consistent with funding agreement requirements. Provide extensive support for early school leavers. Maintain records of assistances provided to job seekers, correspondence, training records, reforms, course attendance records or training results etc. for all job seekers. Post placement support services are provided to engage with both the employer and the job seeker to understand the skills and challenges associated with the role to deliver relevant support and their employment. Post placement support activities included tailoring to the unique circumstances of the job seand their employment. Post placement support included a range of support services to help the job seeker maintain employment including helping them to understand their new role, transport assistance, training mentoring, time management. Post placement support (PPS) activities are accurately recorded for all job seekers who have 		 and pathways, tailoring assistance to overcome identified. Keep the CDP IT system up to date; activities and assistance to address Ensure all appointments are resulted comments record actions correctly. Updating the JSCI, conducting assed and agreed to. Utilise CDP IT system to record job sedelivered along with interventions at a minimum in the Job Plan, Interventions are a minimum in the Job seeker realisticlear strategies to achieve goals are barriers. Understanding of the job seeker circle agreement requirements. Provide experiences are seeker to understand the skills and control of the proportion of the stills and control of the proportion of the skills and control of the proportion of the p	Forward appoint and meet mutuced daily, appropriate sysment with evidence ekers goals, aspirend development tion Management and document productions are supported to job seeks or training results exprovided to engine the provided to include a tailoring to the trange of supported to understand the provider of the trange of supported to understand the supported to the	ments (every 28 days), compliant job plan, all obligations. It e compliance action is taken and ence to support any interventions negotiated ration, pathways and assistance to be sor changes in job seeker circumstances, as at Tool and Comments. In goals linked to job strengths and interests. Igress to achieve goals and overcome roaches all consistent with funding for early school leavers. It is correspondence, training records, referral etc. for all job seekers. Igage with both the employer and the job atted with the role to deliver relevant support, to the unique circumstances of the job seeker services to help the job seeker maintain their new role, transport assistance, training,	

	. Ensure that all employers and job seekers are offered Post Placement Support and that offer is documented.			
	14. Ensure all employment opportunities are captured in the CDP IT system.			
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE				
EDUCATION REQUIREMENTS	1. Tertiary qualifications in a related discipline (desirable) or previous experiences (essential).			
	2. Ability to drive a manual vehicle, on unsealed remote roads.			
EXPERIENCE & KNOWLEDGE REQUIREMENTS	Ability to work as part of a team, creating smooth workflow, including assisting with others workload if necessary to achieve predetermined goals, targets, outcomes and objectives.			
	Ability to deal with and solve problems by reviewing options and applying established practices and procedures.			
	Ability to carry out detailed written or oral instructions and/or procedures under general direction.			
	Ability to plan daily activities to achieve predetermined goals, targets, outcomes and objectives set for the role.			
	. Good organisational skills to communicate with other team members and staff to achieve project components required.			
	 Good oral communication skills with the ability to understand straightforward questions and directions. 			
	 Good written communications skills with the ability to create standard correspondence following prescribed formats. 			
OTHER REQUIREMENTS	Previous experience living and working in remote communities.			
	2. Experience in an Administration practices.			
	 Knowledge and experience of case management and its practice with clients demonstrating complex needs and who may be culturally and linguistically diverse. 			
	4. Ability to process comprehensive information on computers and online platforms.			
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.			
APPROVED BY JOANNE SANGSTER CHIEF EXECUTIVE OFFICER	DATE APPROVED 1/2/11			