



JOB OVERVIEW

JOB TITLE	Community Development Program (CDP) Employment Consultant		
JOB LOCATION	Various	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Agency Services	SALARY	
DIRECT REPORTS	CDP Regional Manager	WORKING CONDITIONS	Must hold a current Criminal History Check (within the last 3 months) and a current working with Children's Clearance
REPORTS TO	CEO	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	<p>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 model for the Community Development Program (CDP) and ensuring contractual compliance and quality outcomes on community for all stakeholders.</p>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Delivering quality integrated case management and support, including identifying clear goals 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 plan, 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 negotiated and agreed to. 5. Utilise 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 circumstances, as 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 interests. Clear strategies to achieve goals and document progress to achieve goals and overcome barriers. 7. Understanding of the job seeker circumstances. Approaches all consistent with funding agreement requirements. Provide extensive support for early school leavers. 8. Maintain records of assistances provided to job seekers, correspondence, training records, referral forms, course attendance records or training results etc. for all job seekers. 9. 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. 10. Post placement support activities included tailoring to the unique circumstances of the job seeker and their employment. 11. 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. 12. Post placement support (PPS) activities are accurately recorded for all job seekers who have agreed to PPS.

13. 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

3. 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.
4. Ability to deal with and solve problems by reviewing options and applying established practices and procedures.
5. Ability to carry out detailed written or oral instructions and/or procedures under general direction.
6. Ability to plan daily activities to achieve predetermined goals, targets, outcomes and objectives set for the role.
7. Good organisational skills to communicate with other team members and staff to achieve project components required.
8. Good oral communication skills with the ability to understand straightforward questions and directions.
9. Good written communications skills with the ability to create standard correspondence following prescribed formats.

OTHER REQUIREMENTS

1. Previous experience living and working in remote communities.
2. Experience in an Administration practices.
3. 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

1/2/19