

rebuilding lives

huttST
CENTRE

A work of the Daughters of Charity



Position description	
Position title:	Engagement Navigator
Business unit/Department:	Aspire
Type of employment:	<input type="checkbox"/> Part-Time Parental leave cover
Remuneration:	SCHADS Award 2010 Crisis Accommodation employee Level 2
Responsibilities	
Purpose:	The Engagement Navigator will work with case workers to guide the development and implementation of employment and/or education pathway plans for clients. They will provide a range of activities, in conjunction with volunteers, to assist clients to enhance their skills.
Our Purpose:	Hutt St Centre's purpose is to end homelessness for every person who walks through our doors. We offer a place of choice, opportunity and change, helping people facing homelessness to rebuild their lives, with care and without judgement.

Duties:

- Undertake client employment and education assessments, and develop employment, training and education pathway plans in a flexible and timely manner, that contribute to the overall case plan
- Assisting clients to access their local community services and networks
- Develop cooperative partnerships with recruiters, Job Active and DES providers, and employers to provide employment opportunities to our client group
- Developing group activities for clients based around client's education needs, employment needs and living skills.
- Working with volunteers to support clients to reach their education and employment goals.
- Engage with clients in non-judgemental and respectful manner that aligns with Hutt St Centre's vision and values
- Collect appropriate statistical data for contribution to research, needs assessment and data analysis. Ensure case notes are updated regularly and outputs are entered into the record management system
- Assist in the development and achievement of team and client goals by participating in team meetings, program planning, client reviews and outcomes evaluations
- Effectively market Aspire to the target community to ensure continued appropriate job seeker referrals, work trials and employment opportunities
- Provide appropriate support including hands on support, task breakdown/analysis, work place health and safety observations during work trials and employment opportunities

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	<ul style="list-style-type: none">• Ensure that all funding and reporting requirements are documented• Collaboration with the Aspire team and with clients.• Comply with work health and safety legislation and Hutt Street Centre's work health and safety policies.
Reporting relationships:	Team Leader
Qualifications	
Education/Qualifications	<p>You will require a tertiary qualification in community services, social work or other related discipline.</p> <p>A satisfactory police check is essential.</p> <p>You will require a current driver's licence.</p>
Knowledge and skills	
Essential knowledge, skills, experience	<ul style="list-style-type: none">• Working knowledge of confidentiality and information sharing guidelines• Experience in developing and delivering employment programs• Experience working with marginalised and vulnerable people• Sensitive and highly attuned client based interpersonal and relationship development skills• A demonstrated commitment to social justice principles• A collaborative and proactive approach to client engagement and case planning

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Desirable knowledge, skills, experience	<ul style="list-style-type: none"> • Reporting Abuse and Neglect training • Mental Health first aid • Providing First Aid • Previous experience in the homelessness sector will be highly regarded, but is not essential