

rebuilding lives

huttST
CENTRE

A work of the Daughters of Charity



Position description	
Position title:	Employment & Education Officer
Business unit/Department:	Client Services - CEARS
Type of employment:	Full-time
Effective date:	Asap until 30 June 2021
Remuneration:	Social, Community, Home Care and Disability Award 2010
Probationary period:	
Responsibilities	
Your Purpose:	As the Employment and Education Officer - CEARS you will work with clients who are at risk of, or have disengaged with their Job Network or education providers. You will focus on re-engaging clients in education or employment opportunities, and assist them to re-connect and plan the steps needed to meet their individual employment and education goals.
Our Purpose:	Hutt St Centre's purpose is to help 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.

<p>Duties:</p>	<p>Working with Case Managers to:</p> <ul style="list-style-type: none"> • assist clients with readiness for employment or education through the development of an individualised employment and education plan which identifies the person's goals and actions to assist them reach their desired educational and vocational outcomes • identify and investigate options with clients and support them to link to and access these options • develop strategies and plans that support positive behavioural change to enhance positive connections and social inclusion in the community setting • provide support and mentoring for the preparation of documents relating to engaging or participating in education and/or employment related activities • identify and develop community engagement opportunities that will assist people to prepare for a return to education and employment • monitoring and review the impact and effectiveness of employment and education support with the CEARS's Senior CM and team • arrange and assist clients to complete vocational employment assessments, and develop employment pathway plans in a flexible and timely manner as part of their overall case plan. • supporting clients to access relevant accredited and non-accredited training that supports their employment, social and emotional wellbeing and growth • effectively advocate with clients and to employment and education providers to access employment and education opportunities
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	<ul style="list-style-type: none">• 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 and record this in the appropriate database• 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• Assist in the development and achievement of team and organisational goals by participating in team meetings, program planning, client reviews and outcome evaluations.• Ensure that all funding and reporting requirements are documented• Support the writing of relevant funding and grant applications• Comply with work health and safety legislation and Hutt Street Centre's work health and safety policies.• Keep appropriate records and receipts for all purchases made as part of the program.
Reporting relationships:	Pathways Manager

Qualifications

Education/Qualifications	Qualification in a relevant discipline such as community or human services or relevant qualification at minimum Certificate IV level with experience.
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Knowledge and skills	
Essential knowledge, skills, experience	<ul style="list-style-type: none">• A current full Australian driver's licence.• High level of written and verbal communication skills as well as interpersonal skills including the ability to liaise, negotiate, advocate.• Ability to work under pressure and prioritise competing needs and demands of clients.• Ability to develop flexible, responsive and creative programs or activities to aid client's transition to employment.
Desirable knowledge, skills, experience	<ul style="list-style-type: none">• Desirable to have experience in developing and delivering employment and/or education programs.• Ability to contribute to a team environment, work autonomously to meet deadlines and display flexibility in response to changing priorities.• Desirable to have experience in community work with particular experience with homeless or vulnerable people.• Knowledge and understanding of culturally and linguistically diverse communities.• Demonstrated ability to achieve KPIs, deliver on reporting requirements and contribute to program development.• Experience using Microsoft applications & database systems.