

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"/> Full-time
Effective date:	
Remuneration:	SCHADS Award 2010 Crisis Accommodation employee Level 2
Probationary period:	
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.

<p>Duties:</p>	<ul style="list-style-type: none"> • 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
----------------	--

rebuilding lives

huttST
CENTRE

A work of the Daughters of Charity



Position description

observations during work trials and employment opportunities

- 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

Position description	
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
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