

POSITION	Employment Pathway Advisor		
DIVISION	Community Development Programme		
Newman	Newman	REPORTS TO	Team Leader
STATUS	Full-Time Fixed Term	PRIMARY HRS	8.00am– 4.00pm

ORGANISATION OVERVIEW

AAC is a not-for-profit Aboriginal organisation with headquarters in Tom Price, Western Australia and we currently hold the Federal Community Development Programme contract over two regions (Hedland and Western Desert). Our footprint extends across much of the vast Pilbara region. Our mission is to establish and maintain an environment that benefits people through the creation of culturally appropriate employment and enterprise opportunities, and the provision of education and training services throughout the Pilbara.

POSITION AVAILABLE Newman

The Employment Pathway Advisor's role is a key front-line position responsible for working with job seekers and employers to maximize sustainable employment for unemployed people. The job seekers are from varying backgrounds, cultures and nationalities, including the socio-economic disadvantaged and people with disabilities.

As an Employment Pathway Advisor you will be managing a caseload of job seekers by identifying and coordinating the delivery of tailored assistance to each job seeker's needs. This includes working directly with employers to provide access to job placements; assisting with "work for the dole" activities and identifying work experience opportunities. You will provide quality and innovative solutions to connect people and their abilities to opportunities in employment, activities or work experience.

PROFILE CRITERIA

ESSENTIAL:

- Ability to operate autonomously within set guidelines.
- Strong communication skills which contribute to an ability to engage with clients and develop relationships
- Competent in Microsoft Office with ability to grasp other IT programs/databases
- Ability to be adaptive, collaborative, flexible and innovating in problem solving as a contributing member of the wider team.
- Demonstrated abilities in performing administrative tasks efficiently and effectively
- Demonstrated experience in managing challenging deadlines and maintaining personal effectiveness even when under pressure
- Ability to use active listening and questioning techniques to identify goals, strengths and obstacles to employment

DESIRED:

- Current knowledge or ability to gain knowledge of labour market conditions/opportunities across the service delivery region
- An understanding of the cultural, political, economic and social issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society.
- Experience in working for Not for Profit organisational frameworks
- Hold a current Western Australian 'C' class Drivers Licence
- Ability to start immediately

WORKING WITH AAC

AAC offers rewarding careers in delivering services to the community. In addition to a competitive salary package, you are given the opportunity to grow and develop your career by undergoing learning and development opportunities.

We offer benefits beyond remuneration, these include: 25 days annual leave annually, leave loading, ceremonial and compassionate leave, salary sacrifice, annual airfare allowance after 12 months continuous service, and learning and development opportunities.