



Job Description

Employment Pathway Advisor Newman

November 2019

POSITION	Employment Pathway Advisor		
DIVISION	Community Development Programme		
LOCATION	Newman	REPORTS TO	Team Leader
STATUS	Full Time	PRIMARY HRS	8:00 – 4:00
DIRECT REPORT	NIL		
PERFORMANCE MANAGEMENT	3 months: Probation Review		
	6 months: Progress Review		
	12 months: Annual Performance Review		
	The Performance Management System provides the platform to measure employee progress, including the following: <ul style="list-style-type: none"> <input type="checkbox"/> Individual Performance & Training Plan <input type="checkbox"/> Half yearly Informal Review <input type="checkbox"/> Annual Performance Appraisals 		

POSITION OVERVIEW AND FRAMEWORK

Ashburton Aboriginal Corporations (AAC's) mission is "to establish and maintain an environment that benefits Aboriginal people through the creation of culturally appropriate employment and enterprise opportunities and the provision of education and training service throughout the Pilbara"

The Ashburton Aboriginal Corporation (AAC) provides direct and culturally appropriate services and support to Aboriginal people in the Pilbara to enable engagement with, and participation in the local economy through employment and the establishment of Indigenous owned and operated enterprises. The programs and services provided by AAC include:

- Employment services.
- The development and establishment of economic projects and enterprises.
- Education and training for work readiness and mainstream employment.

In order to do this AAC:

- Partner with other Aboriginal Organisations for mutual benefit.
- Access resources from State and Federal Government.
- Build trust and friendship within the wider community.

AAC's Strategic Plan identifies four Key Focus Areas (KFA's); Services and Delivery (KFA 1); Enterprise (KFA 2); Research and Development (KFA 3); Organisational Development and Capacity (KFA 4). These key focus areas are the foundations of the Corporation.

The Corporations core competency is Service, supported by a further three competencies (Key Result Areas) Leadership, Sustainability, Innovation.

Community Development Programme (Key Focus Area1 – Services and Delivery)

The Community Development Programme (CDP) is the Australian Government's approach to providing employment services, participation activities and associated community engagement in remote Australia. The program aims to achieve personal, social and economic development through active participation, jobs and strong communities in remote Australia. CDP is based on ownership and involvement; it encourages and promotes collaborative, community-driven approaches to conducting employment and participation activities.

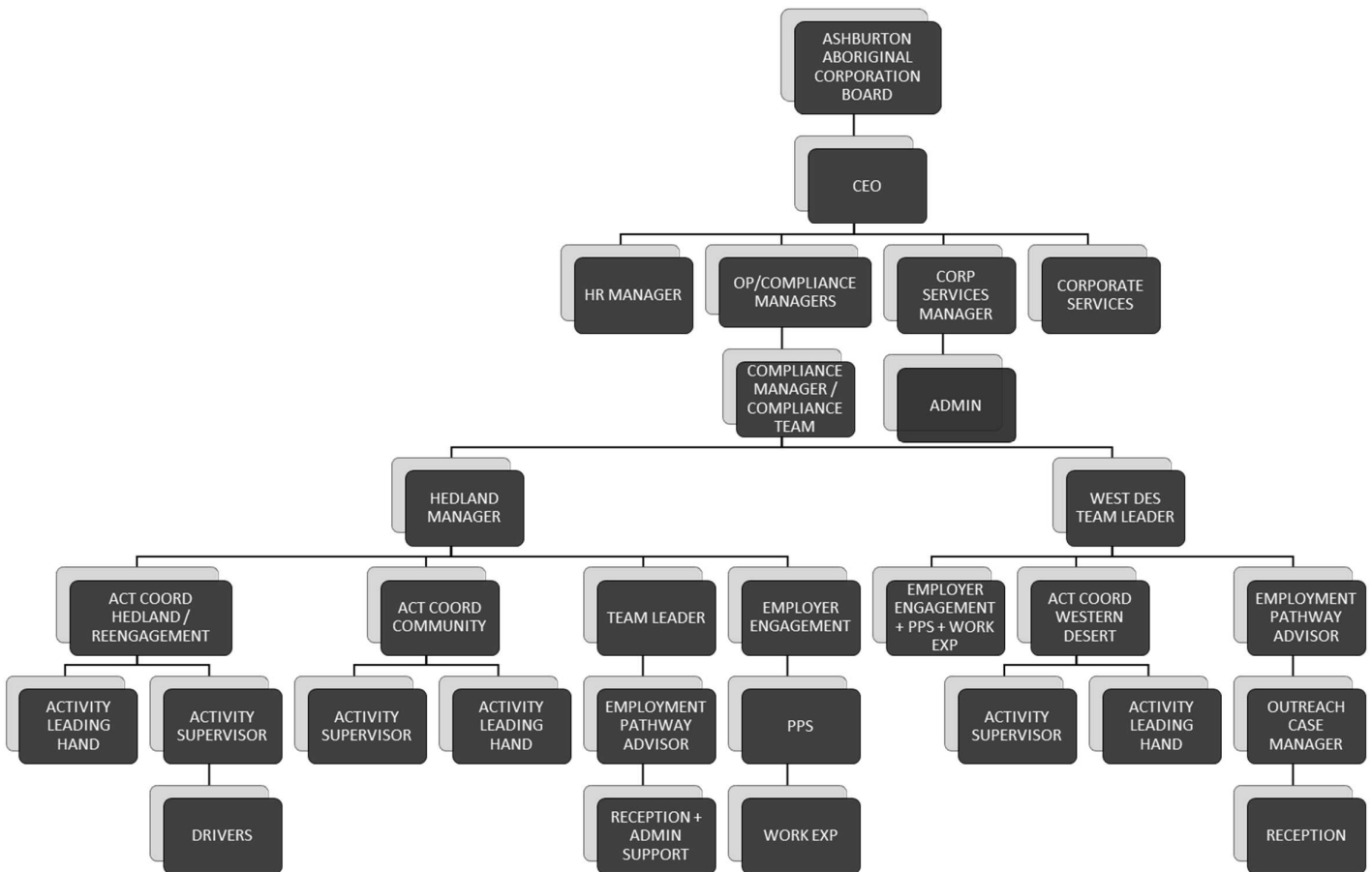
AAC are contracted to the Commonwealth government of Australia to provide services under the CDP in the Pilbara region. This position emanates under that Contract and for this purpose you are bound to act in accordance its General Terms and Conditions as stated in your Employment Contract.

CDP DIVISION STRUCTURE

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PROFILE CRITERIA

Essential	<ul style="list-style-type: none"> <input type="checkbox"/> A strong work ethic <input type="checkbox"/> Strong communication skills which contribute to an ability to engage with clients and develop relationships <input type="checkbox"/> Excellent Personal presentation and grooming <input type="checkbox"/> Excellent Interpersonal skills <input type="checkbox"/> Experience or capacity to acquire knowledge in employment services process. <input type="checkbox"/> Team building, collaboration and facilitation skills <input type="checkbox"/> A capacity to operate independently of direct supervision <input type="checkbox"/> Ability to be adaptive, collaborative, flexible and innovating in problem solving as a contributing member of the wider team. <input type="checkbox"/> Demonstrated abilities in performing administrative tasks efficiently and effectively <input type="checkbox"/> Ability to operate autonomously within set guidelines. <input type="checkbox"/> Strong abilities in providing accurate, appropriate and timely recording of all relevant aspects of the CDP program <input type="checkbox"/> Knowledge of quality management system principles. <input type="checkbox"/> Demonstrated experience in managing challenging deadlines and maintaining personal effectiveness even when under pressure <input type="checkbox"/> Ability to use active listening and questioning techniques to identify goals, strengths and obstacles to employment <input type="checkbox"/> Ability to work collaboratively with a job seeker to develop a tailored plan to achieve employment and monitor progress against a plan, coach and mentor to achieve goals <input type="checkbox"/> Effective time management and organisational skills along with demonstrated capacity to meet key performance indicators <input type="checkbox"/> Understand and comply with AAC's Policy & procedures <input type="checkbox"/> Communication and cultural competence <input type="checkbox"/> Capacity to represent AAC in a professional manner working independently or as part of a team <input type="checkbox"/> Undertake a Police Clearance check upon employment <input type="checkbox"/> Competent in Microsoft Office with ability to grasp other IT programs/databases
Desired	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrated experience or capacity to work and engage with Aboriginal people. <input type="checkbox"/> An understanding of the cultural, political, economic and social issues affecting Aboriginal and Torres Strait Islander people in contemporary Australian society. <input type="checkbox"/> Experience in working for Not for Profit organisational frameworks <input type="checkbox"/> Current knowledge or ability to gain knowledge of labour market conditions/opportunities across the service delivery region <input type="checkbox"/> Hold a current Western Australian 'C' class Drivers Licence



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POSITION RESPONSIBILITIES

Obligations of the Newman Employment Pathway Advisor

Key Focus Area 1 – Service and Delivery

Key Result Area 1 – Service (Employment Pathway Advisor CDP Newman)

- Ensure services to the unemployed remote job seeker to build employable skills while contributing to their community
- Under the CDP, deliver services to job seekers. This includes providing integrated case management and support to assist job seekers to find and keep a job
- Actively deliver employment assistance and maintenance of JobSearch facilities under CDP to ensure business excellence service is provided to the job seeker

Key Result Area 2 - Leadership

- Motivate, coach, mentor develop and empower job seekers to achieve quality outputs

Key Result Area 3 - Innovation

- Implement appropriate methods to engage job seekers to achieve personally and professionally delivering CDP stakeholder outcomes

Key Result Area 4 - Sustainability

- In alignment with AAC vision and mission, plan, develop, schedule, implement and record strategies to continuously improved effective and efficient operations
- Build personal capability and capacity through the organisations Performance Management System
- Manage resources and risk
- Contributes to team effort by accomplishing related results as needed
- The above list of position responsibilities is not exclusive or exhaustive and the employee will be required to undertake such tasks as may reasonably be expected within the scope of the role. Job descriptions should be regularly reviewed through the organisations Performance Management System to ensure they are an accurate representation of the position