

**Position Description**  
**Job Search Trainer– Job Services Australia**

**KARINGAL MISSION**

*To provide quality services that improve the lives of individuals*

Karingal is a community service organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan Melbourne and Regional areas in Victoria.

**DIVISION DESCRIPTION**

**MatchWorks** provides a range of employment and related services to job seekers from 19 sites across Greater Geelong, Metropolitan Melbourne, Greater Bendigo and the Hampden region. These services include Job Services Australia, Disability Employment Services (DES).

**BRANCH DESCRIPTION**

**Job Services Australia** helps eligible job seekers by providing individually tailored assistance to develop pathways into sustainable employment.

**Position Specifics**

<b>Position objective:</b>	To provide individually-tailored job search training to job seekers in order to assist them to find on-going employment and provide them with the skills and confidence to market themselves to employers.
<b>Reports To:</b>	Site Manager
<b>Division:</b>	MatchWorks
<b>Branch:</b>	Job Services Australia
<b>Primary Location:</b>	
<b>Employment status (F/T, P/T):</b>	Full time
<b>Probation:</b>	All positions are offered with 6 month probation period.
<b>Classification &amp; conditions:</b>	Karingal Collective Agreement: MatchWorks Operational Staff Structure
<b>Remuneration:</b>	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions. Superannuation is paid at 9%

**Position Responsibilities & Duties**

**General**

- Ability to relate to people from a wide range of backgrounds in an empathetic manner
- A high level of interpersonal and written communication skills, including interviewing, assessment and planning skills.
- Well organised approach to providing employment services coordinating multiple projects simultaneously and productively
- Superior self-management skills, including record keeping and performance analysis
- Provide advice about the employment service and other assistance available to job seekers and employers.
- Conduct all job seeker, employer and other network interactions with a high level of customer service.
- Application of Karingal and MatchWorks policies

### **Position Specific**

- Keep abreast of all current job search techniques and strategies with regard to:
  - Ideas for job opportunities
  - Researching
  - Careers guidance
  - Developing resources
  - Networking
  - Establishing professional relationships beyond MatchWorks
- Provide innovative direction to groups/individuals where appropriate
- Monitor and review service delivery to ensure all jobseekers needs are being appropriately met.
- Perform relevant administrative tasks as required by Job Services Australia and MatchWorks guidelines
- Maintaining Employment Pathway Fund (EPF) and processing payments in a timely manner
- Prepare detailed Employment Pathway Plan (EPP) for Job Seekers as required
- Comprehensive and timely lodging of Participation Reports (PR)
- Adequate content and timely documentation of job seeker and employer contact
- Provide follow up contact and support to job seekers once they have commenced employment
- Complete required record collection to support claims
- Complete mandatory Job Search Training evidence of course participation and evidence of job seeker activities
- Establish supportive relationships with job seekers to increase job seeker attendance and compliance to their obligations

### **Communication**

- High level verbal, written and listening communication skills are required
- The main internal interaction will be with all MatchWorks and Karingal staff.
  - Liaise with other operational staff to monitor jobseeker activities
  - Attend regular meetings with the Site and Job Search Training Teams
- The main external interaction will be with potential employers, employers and registered job seekers
  - Liaise closely with other service providers including Training Institutions in order to maintain knowledge of and influence activities available to jobseekers.
  - Participate in relevant industry conferences and training.
  - Liaise closely with local employers

### **Documentation**

- Adequate content and timely documentation of job seeker and employer contacts
- Complete required record collection to support claims
- Accurate entering of placements and timely entering of outcomes

### **Other duties as directed by manager or supervisor**

### **Measurable Results & Outcomes**

- Course Delivery
  - conduct group classes that create an interactive environment where all participants are encouraged to participate
  - ensuring time well managed to achieve highest possible attendance during classes
  - ensure mandatory modules are completed and evidence recorded
- Outcome Quality
  - the rate at which job placements become employment outcomes (Retention Rate)
  - meet prescribed outcome targets as set by management
  - accurate entering of placements and timely entering of outcomes
- Results from Audits
  - ensure results from audits are indicative of internal and external processes and requirements
- Attending to client barriers

<b>Key Selection Criteria &amp; Skills/Attributes</b>			
<b>Essential:</b>	<ul style="list-style-type: none"> <li>▪ Sound computer skills and data management abilities.</li> <li>▪ Ability to develop job search training curriculum and present training packages to jobseekers from widely varying backgrounds.</li> <li>▪ Ability to communicate effectively with a wide range of people including industry, business, government departments and educational institutions.</li> <li>▪ Completion of Police Check</li> </ul>		
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>▪ Sound experience working in Labour Market Programs aimed at employment outcomes for job seekers.</li> <li>▪ Broad industry and labour market knowledge.</li> <li>▪ Good knowledge of labour market opportunities and training services.</li> <li>▪ Ability to assess individual needs of jobseekers.</li> <li>▪ A current Victorian driver's licence.</li> </ul>		
<b>Application Details</b>			
<b>Application instructions:</b>	<p>Please send applications including cover letter and current resume to Karingal via email or post as below.</p> <p>Late applications will not be accepted.</p>		
<b>Email:</b>	workwithus@matchworks.com.au	<b>Postal address:</b>	MatchWorks Level 1/22 Malop St Geelong 3220
<b>Contact person:</b>	Nikki Brogan Recruitment Officer MatchWorks (03) 5229 8733		
<b>Closing date:</b>			
<p><b><i>“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.</i></b></p>			

Please visit our website for more information: [www.karingal.org.au](http://www.karingal.org.au)