

Position Description

TITLE: CAREER COACH

EMPLOYMENT CONDITIONS: Fixed Term Contract (may be extended, subject to ongoing funding)

LOCATION: The position reports directly to the Business Solutions and Growth Strategy Executive and is based in Tanunda, South Australia

Services are delivered in various locations across the local government areas of Adelaide Plains, Gawler, Light and Barossa

RESPONSIBILITIES:

- The purpose of the position is to provide career development services to unemployed and underemployed people and people facing redundancy.
- The Coach will also assist:
 - Local businesses and organisations with an understanding of workforce development, professional development and staff retention practices; and
 - With the promotion of the Barossa Career Service and the building of positive relationships with agencies/organisations in the employment services, health & community services and training sectors

KEY ACTIVITIES:

- Provide career development services to clients, including:
 - Confidential, independent career guidance leading to a documented action plan for individual clients to achieve their career aspirations
 - Assistance with Resumes and interview skills
 - Provision of information related to the labour market and local training and employment opportunities
 - Information on and referrals to programs in the training, volunteering, health & community and employment services sectors
 - Individual support to develop career competencies
- Engage and collaborate with key stakeholders across the training and employment services sector (ie Centrelink, DSD, recruitment agencies, industry skills groups, Job Services Australia Providers, Disability Employment Networks, RTO's etc.) to improve access to training and employment opportunities for clients.
- Assist with the promotion of the Barossa Career Service
- Maintain effective client records and contract reporting

SELECTION CRITERIA

Essential

- Broad knowledge of the current labour market and the training and employment services sectors
- Experience in engaging with people from disadvantaged sectors (mature age people, indigenous people, young people, people with a disability and parents returning to the work force)
- Excellent interpersonal and communication skills
- Working knowledge of Microsoft Word, Outlook & Excel and experience in working within an office environment
- Understanding of how to prepare resumes and job applications to meet job requirements and to prepare for interviews
- Understanding of and ability to apply Equal Employment Opportunity (EEO) in the workplace
- Understanding of and ability to apply risk management principles and processes, including implementation of risk management strategies
- Understanding of and ability to apply confidentiality principles and processes
- Records management and organisation

Desirable

- Knowledge of the Department of State Development WorkReady training, employment and skills initiatives
- A broad understanding of career development theory
- Experience within the employment and training sectors
- Experience in working to and meeting performance targets

QUALIFICATIONS/MEMBERSHIP - Essential

- Have or be willing to undertake and complete the Certificate IV in Career Development
- Have or be willing to undertake and complete Mandated Notification Training
- Current Drivers Licence
- Membership or willingness to obtain a Membership of the Career Industry Council of Australia or affiliated association (i.e. CDAA)
- A police clearance for work purposes;

Applicants are requested to address the selection criteria in no more than 2 pages when applying for this position.

OTHER

The remuneration package will include a motor vehicle travel allowance and you will be required to use your own car for work purposes. Candidates are asked to nominate their preference to the number of days worked per week as there may be some flexibility.

FURTHER INFORMATION: Ms Anne Moroney, Chief Executive Officer

08 8563 3603; anne@barossa.org.au

