

Position Description

Position title:	Community Employment Connector
Salary:	\$38.5162 per hour
Classification:	SACS Level 4, Pay point 2
Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Hours:	76 hours per fortnight or 80 hours with an ADO every four weeks
Position tenure:	Fixed term full time (for 12 months from commencement)
Employee benefits:	<ul style="list-style-type: none"> • Access to discounted private health insurance • Salary Packaging (including novated leasing) • Health and Wellness Guidance and Activities
Location:	Bairnsdale and Morwell
Reports to:	Manager Prevention and Partnerships
Program:	Prevention and Partnerships

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

We respect your professional abilities and trust in your work ethic. We provide a high degree of autonomy in deciding how you do your job, manage your workload and make decisions.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

The Community Employment Connectors (CEC) program is a new initiative of the Victorian government that focuses on the delivery of enhanced advocacy, support and brokerage services that respond to the needs of priority CALD and young jobseekers. The CEC program aims to support CALD and young jobseekers facing barriers to entry and re-entry to employment pathways particularly in the wake of the coronavirus (COVID-19) pandemic.

This is in recognition that these cohorts already faced challenges to full economic participation pre-COVID which have been compounded further by the effects of the pandemic.

The role will sit within the Multicultural Team of Prevention and Partnerships alongside the Strategic Engagement Coordinator and Strategic Partnership Program, Settlement Engagement and Transition Program and Refugee Health Nurse. These programs will support and enable the successful implementation of this new initiative.

Key objectives, duties and responsibilities

1. Utilise community networks and connections to identify young people and adults from CALD backgrounds who need employment-related support
2. Improve access to services by creating links and partnerships with community service providers, agencies, community groups and local leaders and co-designing solutions to known barriers
3. Build capacity of smaller ethno-specific organisations to improve employment pathways for community members
4. Act as a linkage point to build the cultural capacity of employment services in the region
5. Engage with local young and CALD jobseekers and others in the community to understand their needs and support options
6. Connect people with relevant services that can help them prepare for and secure work, including support to manage non-vocational barriers to employment
7. Advocate on behalf of clients to service providers and employers, if required
8. Identify gaps and report on opportunities for collaboration and mutually beneficial partnerships to other local service providers, their host organisations and the Department
9. Regular collection and management of information and data from participants of the CEC service
10. Follow up connections and referrals made to other services
11. Represent Community Employment Connectors to various agencies, professional networks and the local community
12. Attend training as identified and follow operational guidelines from DFFH and LCHS.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Relevant experience: Previous community engagement and development experience and/or knowledge of best practice community engagement principles and practice, particularly with young people and people from CALD backgrounds.
2. High level of interpersonal skills: Demonstrated ability to understand and identify a range of client needs using a client-centred approach; capacity to deal sensitively and intelligently with difficult issues.
3. Strong communication skills: Demonstrated experience engaging and communicating with groups of people, tailoring communication to suit specific cohorts.
4. Negotiation and influence skills: Ability to influence and gain cooperation of internal and external stakeholders to create and maintain mutually beneficial relationships.
5. Adaptation and problem-solving skills: Demonstrated resilience adapting to changing environments; proposes innovative solutions to identified problems.
6. Organisational skills and teamwork: Ability to effectively plan and manage multiple tasks independently and as part of a team; ability to work collaboratively to achieve outcomes.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Tertiary qualification or relevant experience in a health or community related field.
2. A willingness to work in an innovative and flexible manner.
3. Current valid Victorian drivers licence.

Desirable:

1. Sound knowledge and understanding of the employment, education and/or community services system would be well-regarded
2. Bilingual or multilingual skills relevant to the local community would be well-regarded
3. Experience working with CALD communities, including with local community groups and leaders would be well-regarded
4. Tertiary qualification in a related field is highly desirable.

Organisational Responsibilities:

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
3. MARAM Tier 4;
 - ≡ Uses information gained through respectful, sensitive and safe engagement with services users to identify and manage risk associated with family violence for women and any accompanying children.
 - ≡ Contributes to information sharing with other services (as permitted by the Victorian Child Safety Information Sharing Scheme and Family Violence Information Sharing Scheme) in order to assess and manage risk of family violence or promote the wellbeing or safety of children.

4. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This will be updated every three years.
5. Prior to appointment, credentialing documentation must be completed and verified.
6. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
7. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director Aged and Community Care
Date:	13 July 2021

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /