

Position Description

Position Identification			
Position Title:	Youth Employment & Pathways Coordinator - Himilo		
HRIS Position Number:		Effective Date:	May 2026
Location:	Shop 48 Heidelberg West, community locations, schools, employer sites and partner organisations		
Scope of Practice:			
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Holstep Health Enterprise Agreement 2024-2027 SACS Level ?		
Organisational Context			
Divisional:	Client Services		
Reports to:	Program Manager Himilo		
Program:	Himilo	Unit :	
Position Summary			
The Youth Employment & Pathways Coordinator is responsible for the delivery of employment, education, training and career pathway programs for young people from culturally diverse, refugee and disadvantaged backgrounds. The role provides intensive one-to-one support, facilitates group-based capacity building programs, develops employment and training pathways, and builds strong relationships with employers, training providers and community partners to create meaningful opportunities for participants. The position is responsible for achieving participant engagement, employment, education, training and work placement targets across multiple funded programs. The role works collaboratively with employers, employment service providers, schools, tertiary institutions and community organisations to improve employment participation, workforce inclusion and long-term social mobility outcomes.			
Position Accountabilities			
Responsibilities	1. Employment Brokerage & Employer Engagement - Develop and maintain strong relationships with employers across a range of industries. - Identify employment, traineeship, apprenticeship, internship and work experience opportunities. - Conduct employer outreach and networking activities. - Advocate for participants and broker employment opportunities. - Support employers to improve culturally responsive recruitment and workplace practices. - Facilitate employer information sessions and networking opportunities. - Deliver post-placement support to both participants and employers to improve retention outcomes. 2. Youth Pathway Planning & Case Management - Conduct participant intake, assessment and career planning activities. Develop individual pathway plans aligned to participant goals. - Identify barriers to employment, education and training participation. - Provide intensive case management and support coordination. - Facilitate referrals to specialist supports including housing, mental health, financial counselling and family support services. - Maintain accurate participant records and case notes		



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	3. Capacity Building & Program Delivery • Design, coordinate and facilitate youth employment and personal development programs. • Deliver workshops covering: ○ Job readiness ○ Resume development ○ Interview preparation ○ Workplace expectations ○ Career exploration ○ Communication skills ○ Confidence and leadership development ○ Workplace rights and responsibilities • Deliver culturally responsive group programs and activities. • Coordinate guest speakers, industry visits and employer engagement activities. • Support delivery of youth leadership, mentoring and internship initiatives. 4. Education, Training & Employment Pathways • Assist participants to access education, training and employment opportunities. • Facilitate referrals to TAFE, university and vocational training providers. • Coordinate access to licences, certifications and industry tickets. • Support participants to access funding, brokerage and practical supports required for participation. • Monitor participant progression through education and employment pathways. 5. Stakeholder & Community Engagement • Build and maintain partnerships with community organisations, schools, training providers and employment services. • Participate in local employment, youth and community networks • Promote program opportunities within target communities. • Engage families and community members to strengthen participant engagement and outcomes. • Represent Himilo at meetings, forums and networking events. 6. Monitoring, Evaluation & Reporting • Maintain accurate participant and employer records. • Track progress against contractual KPIs and funding targets. • Collect outcome data and participant feedback. • Prepare reports and case studies as required. • Contribute to program evaluation and continuous improvement activities.
Safety and Risk	Occupational Health & Safety (OHS) • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with OHS Frameworks. • The incumbent must champion continuous improvement of OHS practices. Physical Inherent Requirements (PIR) • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of

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	several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs Quality & Risk • Assessing, monitoring and reviewing emerging risks • Identify and analyse risk against the corporate risk appetite – understand where major areas of risk exist and ensure level of acceptable risk exposure according to corporate risk appetite • Supporting risk management framework across Holstep Health • Understand and implement accreditation standards that apply to team and organisation • Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements • Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ community and those living with a disability to join our workforce.</i>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Holstep Health's Capability Matrix.
Key selection criteria	
Essential	• Qualification in Youth Work, Community Services, Social Work, Career Development, Education, Community Development, Human Resources, Business, Employment Services or a related field and/or significant equivalent experience. • Demonstrated experience designing and delivering employment, education, youth development, leadership or capacity building programs. • Demonstrated experience building and maintaining employer, industry and stakeholder partnerships that create employment, training or work placement opportunities. • Experience supporting young people and/or culturally diverse communities experiencing barriers to employment, education or social participation. • Demonstrated ability to facilitate workshops, group programs and training sessions. • Strong case management, participant engagement and pathway planning skills. • Strong written, verbal and interpersonal communication skills. • Demonstrated ability to achieve performance targets, manage competing priorities and maintain accurate records. • Ability to work independently while contributing positively to a small team environment.
Desirable	• Experience in delivering similar community led projects with culturally and linguistically diverse communities.

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Checks, Licences and Registration	• National Police check • Evidence of rights to work within Australia • Working with Children check • Current full or probationary drivers licence • Immunisation Category C • Statutory Declaration • Hold, or, be undertaking a Health Promotion, Public Health, Education, Social or Health Science or equivalent degree.
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