

**ParentsNext Pathway Coach  
Position Description  
September 2022**

<b>Title:</b>	ParentsNext Pathway Coach
<b>Classification:</b>	Employment Services Officer Grade 2 Level A to H (According to award)
<b>Salary:</b>	\$57,379.78 to \$68,299.89 plus superannuation of 10.5% per annum for a full time position (According to Djerriwarrh's internal scale).  Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.
<b>Status:</b>	Full time fixed term contract until 30 June 2024
<b>Award:</b>	Labour Market Assistance Industry Award 2010

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**ORGANISATIONAL CONTEXT:**

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Literacy and Numeracy services
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Foundation Skills For Your Future Program
- Victorian Certificate of Applied Learning (VCAL)
- Government (State and Federal) contracted training (Skills First)
- Djerriwarrh Community House

Youth services including:

- School Focused Youth Services
- L2P
- Better Futures (formerly Springboard)
- Reconnect

Employment services including:

- Jobs Victoria Employment Services (JVES) as a member of the west@work consortium
- ParentsNext
- Jobs Victoria Advocates Program

### **DJERRIWARRH'S VALUES:**

*Caring* – we provide a safe and welcoming environment for all.

*Respectful* – we treat all people fairly and equally.

*Inclusive* – we are welcoming and put people first.

*Adaptable* – we respond to individual and community needs in a creative and flexible way.

*Accountable* – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

### **POSITION OBJECTIVES:**

Djerriwarrh commenced delivery of ParentsNext in the Western Melbourne Employment Region from 1 July 2018. The program has now been extended to 30 June 2024. ParentsNext providers work with parents to help them identify their education and employment goals, develop a pathway to achieve their goals and link them to services and activities in the local community. The program is funded by the Australian Government and more information can be accessed via <https://www.jobs.gov.au/parentsnext>.

The ParentsNext Pathway Coach will be responsible for the day-to-day delivery of ParentsNext support services for participants including one on one support and the facilitation of workshops and activities. The objectives of ParentsNext are to assist eligible parents of young children to plan and prepare for employment by the time their children reach school age, and in particular, to:

- target early intervention assistance to parents at risk of long term welfare dependency;
- help parents identify and reach their education and employment goals through participation in activities; and,
- connect parents to local services that can help them prepare for employment.

Our ParentsNext services are delivered from locations at Bacchus Marsh, Melton, Melton South, Werribee, Laverton, Taylors Hill/Hillside, Taylors Lakes, St Albans, Deer Park, Sunshine and Footscray. Positions may require travel between sites and some outreach of services.

### **DUTIES & RESPONSIBILITIES**

#### *Program Expertise and Delivery*

- Thorough understanding of the ParentsNext Guidelines and an understanding of how to apply them in supporting parents and delivering a high quality service.
- Understand and support the day-to-day operations of the ParentsNext program, to ensure the objectives of the program and key performance indicators are achieved.
- Manage a caseload of parents and support them to identify their education and employment goals, and to develop and co-design their Participation Plan.
- Support parents to undertake identified activities that will lead to the achievement of short term, medium term and long-term goals. This includes supporting participants in job search or

activities to build employability, as well as facilitating access to volunteering opportunities or volunteer mentors depending on needs/goals.

- Develop, deliver and facilitate activities, workshops or training in areas such as employability skills or job search, to assist parents to engage and achieve their goals at outreach sites or in other local agencies/services.
- Provide vocational guidance tailored to the participant's goals and connect participants to suitable VET/education providers where appropriate.
- Monitor and manage Mutual Obligation Requirements for Compulsory Participants and assist the participant to meet their obligations for receipt of Income Support Payments.
- As required, administer the Job Seeker Classification Index (JSCI) tool and Work Readiness tool to assess the skills, capabilities and any non-vocational barriers for the participants.
- Monitor and record participant's engagement and progress. This includes but is not limited to conducting follow up, seeking regular feedback on activities and referrals and updating plans as required, addressing participation issues as they arise, and managing and supporting participants with multiple and complex needs including non-vocational barriers.
- Update and maintain accurate, complete and timely records and referrals in relevant databases.
- Adhere to the Department of Jobs and Small Business, ParentsNext and Djerriwarrh's policies, procedures and guidelines at all times.
- Provide timely and accurate information/data to the ParentsNext Manager in line with reporting requirements.
- Other duties as directed by the ParentsNext Team Leader and/or Manager.

#### **CONDITIONS OF EMPLOYMENT:**

The ParentsNext Pathway Coach is a full time fixed term position until 30 June 2024.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$57,379.78 to \$68,299.89 plus superannuation. This position may access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

#### **Confirmation of employment**

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Police and Working with Children Checks. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).
- Evidence of full vaccination (minimum 2 doses) of an approved COVID-19 vaccine.

#### **Workplace Health and Safety (WHS)**

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.

- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

### **Site flexibility**

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

### **Drivers licence**

A current driver's licence is required.

### **Pre-existing injury**

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

## **KEY SELECTION CRITERIA**

### ***Mandatory:***

- KSC 1: Demonstrated experience in supporting disadvantaged job seekers and/or parents into sustainable employment, education, training, work experience or volunteering including case management support and career planning.
- KSC 2: Well-developed organisational and time management skills.
- KSC 3: Demonstrated ability to work unsupervised and be an effective team member.
- KSC 4: Good verbal and written communication skills including the ability to effectively communicate with people from diverse backgrounds and others both internal and external to the workplace.
- KSC 5: Well-developed workshop/group facilitation skills.
- KSC 6: Expertise and competency in Employment Services System (ESS) and Microsoft Office programs.

### **QUALIFICATIONS/SPECIAL REQUIREMENTS:**

Relevant tertiary level qualification in education, training, social services, psychology, community services, career counselling, and/or similar.

### **REPORTS TO:**

ParentsNext Team Leader

### **SUPERVISES:**

Not applicable

**IMPORTANT NOTES:**

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - ▶ Racial Discrimination Act 1975
  - ▶ Sex Discrimination Act 1984
  - ▶ Disability Discrimination Act 1992
  - ▶ Disability Act 2006
  - ▶ Equal Opportunity Act 2010
  - ▶ Charter of Human Rights and Responsibilities Act 2006
- Services are conducted in compliance with relevant sections of the:
  - ▶ Privacy Act 1988
  - ▶ Freedom of Information Act 1982
- Djerriwarrh is a child safe organisation and complies with:
  - ▶ Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
  - ▶ Working With Children Act 2005
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.
- COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

<b>Declaration</b>	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
<b>Employee</b>	Name: ..... Signature: ..... ___/___/___
<b>Manager</b>	Name: ..... Signature: ..... ___/___/___