

Jobs Victoria Employment Services Mentor (Specialist)

Location: Metro Melbourne and Southern Melbourne, VIC

Job Id Number: IEPJV

Reports to: Program Manager

Contract: Full Time 2-year contract, with possibility to extend.

Play a key role in an Indigenous Not for Profit organisation dedicated to making a positive social and economic difference through Aboriginal employment.

- Be a part of a rapidly growing team working with Indigenous people.
- Receive competitive remuneration & salary packaging.
- Deliver Jobs Victoria Employment Services (JVES) to Indigenous Jobseekers.

Who are we!

About Indigenous Employment Partners

We are an Indigenous operated charity and social enterprise whose purpose is to contribute to ending the cycle of poverty and disadvantage by building capacity and fostering self-sufficiency through employment of Indigenous people. We provide specialist employment, recruitment and training services that are culturally appropriate for Aboriginal and Torres Strait Islander people, and the organisations who employ them.

About the role

The Jobs Victoria Employment Services (JVES) Mentor is a key frontline position responsible for working with participants and employers to maximise sustainable employment for disadvantaged Aboriginal and Torres Strait Islander people. Working within a dedicated team, these specialist services are offered under a Jobs Victoria Employment Services contract.

The JVES Mentor role is to identify, and co-ordinate the delivery of assistance tailored to each participant needs, including working directly with employers to provide access to job placement and work experience opportunities for Aboriginal and Torres Strait Islander jobseekers.

This role requires experience in working with Aboriginal and Torres Strait Islander people.

Key skills and experience

When submitting your application please demonstrate the following required skills and experience, as indicated with the Key Selection Criteria:

Key Selection Criteria

- Demonstrated ability to set priorities and achieve outcomes in a performance driven environment.
- Ability to maintain accurate records (electronic and paper based).
- Demonstrated understanding of contract requirements and guidelines.
- Demonstrated ability to develop effective working relationships with employers, participants and other stakeholders.
- Business Development skill
- Proven ability to work with community and community organisations
- Proven ability to motivate and build rapport with job seekers to achieve positive employment related results.
- Experience in working with Aboriginal and Torres Strait Islander People.

Key tasks of the JVES Mentor (Specialist)

- Setting up new participants in the GEMS IT systems and SharePoint.
- File noting for appointments.
- Assess participants strengths and opportunities in the labour market.
- Work with each participant to develop an Individualised Plan to achieve sustainable employment consistent with their long-term goals.
- Motivate and support participants to sustain job search and employment.
- Coach participants in job search strategy both individually and in small groups.
- Monitor job search activity & review each participant progress towards employment goals.
- Business Development opportunities for Job seekers

We offer our staff attractive salary packaging and employment conditions, staff development programs, Health & Well Being initiatives including the Employee Assistance Program.

How to Apply:

To apply for this position please call our recruitment team 03 9017 3371 or email to recruitment team jobs@indigemployment.com.au

Applications must include a resume with 3 referees, a cover letter and quote the Job ID.