

**Schedule A**  
**POSITION DESCRIPTION**

<b>Position Title:</b>	VTEC Caseworker
<b>Directorate:</b>	Settlement, Education, Homelessness Aboriginal Services
<b>Section:</b>	Employment and Training Services
<b>Reporting To:</b>	VTEC Coordinator
<b>Classification:</b>	Social, Community, Home Care and Disability Services Award, Level 5
<b>Date Updated:</b>	November 2017

**Purpose of the Position:**

The VTEC Caseworker will support the operations of Marist180's Skills Development Centre (SDC) in Blacktown. The SDC provides opportunities for disadvantaged job seekers to participate in pre-employment training which will result in sustainable employment pathways.

The VTEC Caseworker will engage closely with job seekers to build capacity, develop skills, and promote the sustainable employment of Indigenous clients. The role will demand excellent communication skills, an ability to build relationships, and a pro-active personality.

VTEC Caseworkers will be responsible for the pre-employment phase and the post-employment phase of the VTEC program.

**Accountabilities:**

The VTEC Caseworker reports directly to the VTEC Coordinator.

Key external relationships associated with this position will include Indigenous job seekers, training providers, employers, community service providers, employment service providers.

In supporting and promoting these relationships, Marist180 expects that the VTEC Caseworker will demonstrate a high standard of professional and ethical behaviour and a commitment to Marist180's philosophy, mission and values.

**Key Tasks:**

**Pre-Employment**

- Lead a caseload of Indigenous job seekers through the full VTEC pre-employment program lifecycle
- Assess job seeker referral suitability against set employer criteria
- Identify job seeker strengths, goals and barriers to sustainable employment
- Work with job seekers to overcome / minimise identified barriers and link to internal /external service providers where beneficial
- Facilitate life skills and job readiness casework and training activities
- Monitor and manage job seeker engagement, participation, attendance and punctuality
- Encourage a positive attitude towards employment through effective role modelling
- Keep up to date and accurate job seeker files and case notes

- Facilitate and participate proactively in team meetings

#### **Post-Employment**

- Manage a structured post placement mentoring caseload of employed Indigenous clients
- Implement strategies to ensure sustainability of employment
- Build robust and supportive relationships with employers
- Conduct an assessment of culturally appropriate support structures for each employer and provide support where requested
- Ensure employer paperwork is completed and returned within strict timeframes
- Encourage a positive attitude towards employment through effective role modelling
- Keep up to date and accurate job seeker files and case notes
- Facilitate and participate proactively in team meetings

#### **Self-Management and Competences**

- Participate as a member of a multidisciplinary team
- Practice with a high level of self-awareness and emotional intelligence in all areas; to identify own strengths and areas for improvement; to seek feedback and alter practice in response to this
- Utilise a solution-focussed approach in managing complex issues and change
- Take responsibility and ownership for own learning and attend training, supervision and professional development activities as required.
- Manage time & workload effectively (prioritise, plan, organise etc).
- Assist with the development of organizational and service policies
- Effectively utilize and participate in supervision
- Have an approachable attitude and be responsive to the needs of the clients and the team
- Undertake other duties as required
- Regularly assess and monitor WHS related obligations of the SDC, and where appropriate implement corrective action

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### **Key Performance Indicators:**

#### **Pre-Employment**

- Place a minimum of 6 eligible VTEC job seekers into employment each month
- Keep up to date client and employer records including;
  - Case notes
  - Database profile
  - Resume
  - PMC paperwork
  - Identification
  - Employment Transition Plan
- Ensure identified client barriers are resolved / stable prior to employment
- Actively engage new and existing employers to ensure adequate vacancies for VTEC team

- Actively engage new and existing referral partners to ensure sufficient and appropriate job seeker supply for VTEC team

#### **Post-Employment**

- Support a minimum of 5 placed job seekers to reach their 26 week milestone each month or a minimum of 70% of all placements
- Actively provide post placement support to both client and employer as per the Post Placement Support Guide.

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#### **Selection Criteria:**

##### **Essential:**

##### **Work Requirements:**

- Current unrestricted NSW driver's licence
- Working with Children Check
- National Criminal History Check
- Must be Indigenously recognised

##### **Experience:**

- Position holders will have a minimum of 2 years relevant work experience, expertise and competence sufficient to perform the duties required at this level.
- Position holders will have experience in securing employment vacancies on behalf of Indigenous job seekers and supporting these job seekers to improve their job readiness.
- Extensive experience in addressing vocational and non-vocational barriers and an understanding of challenges faced by Indigenous people in securing training, skills development and employment opportunities.
- Demonstrated experience in developing, facilitating & monitoring all aspects of casework including referral, assessment, intake, case-plan, review and exit planning

##### **Skills:**

- Excellent communication skills, and ability to engage with individuals of all ages
- A confident facilitator of life skills and job readiness training programs
- Timely and well thought out decision making ability
- Proven ability to work with minimum supervision
- Excellent skills in planning and monitoring service delivery
- Ability to work flexibly within a changing environment
- A high standard of professional and ethical behaviour and commitment to the philosophy, values and mission of Marist180