

EMPLOYMENT INFORMATION PACKAGE

Thank you for your interest in applying for a position with Deception Bay Community Youth Services (DBCYP). DBCYP is an equal opportunity employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

We know diversity makes a positive difference, and we encourage people from Aboriginal and/or Torres Strait Islander backgrounds with relevant experience to apply.

DBCYP promotes work-life balance and provides a supportive team environment.

POSITION INFORMATION

Position: Employability Progression Coach
Location: Deception Bay, Qld
Salary: SCHADS Level 4/5
Salary packaging options
Flexible Working Arrangements
Status: Fulltime (35hrs per week)
Closing Date: 10am Tuesday 22nd February 2022

Thank you for your interest in applying for the position of Progression Coach within our Local Pathways to Work employability program.

We are seeking passionate and enthusiastic professionals to join our dynamic, multi-disciplinary and growing team to play a crucial role in delivering employability services for disadvantaged job seekers.

As the Progression Coach, your overall function is to develop positive destination pathways for disengaged job seekers, leading to positive employment outcomes. These may include back to school, further education, and paid work.

You will possess skills and understanding in community engagement, strengths-based positive psychology methodology, developing employer and stakeholder relationships and significant expertise in creating positive outcomes for job seekers.

You will have knowledge of the employment services sector and extensive knowledge of the social impacts of unemployment in disadvantaged communities.

To be considered for an interview, you should access the full job description and an application pack on our website (www.dbcyp.org.au/work-with-us/join-our-team/)

Remember - this is an employability job, and your own application will demonstrate your ability in this field

HOW TO APPLY

Applicants are requested to complete their application through our [online portal here](#), including a cover letter, addressing the key selection criteria, resume and referees.

For an informal, confidential chat contact natalie@dbcyp.org.au.

Full position description and application form are available at www.dbcyp.org.au/work-with-us/join-our-team

DBCYP is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with DBCYP is subject to a satisfactory national police check and Working With Children Check prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Organisational Profile

Deception Bay Community Youth Programs Assn Inc (DBCYP) is a not-for-profit community organisation that provides whole of life support for young people, children and their families in Deception Bay. As a community based organisation with a 24 year continuous service history, we have a rich connection to the Deception Bay community and a strong locality focus on improving social outcomes for this area. Our programs and activities focus on improving the situations for people in Deception Bay by;

- Addressing complex needs associated with social disadvantage,
- Improving education and employment outcomes, and
- Improving people's quality of life.

DBCYP is committed to continuing to deliver a service that is relevant, appropriate, and of high quality to our community, and to creating an enterprising organisation that is driven by innovation, and that is financially sustainable.

DBCYP provides one-on-one support and collective responses through a variety of creative, educational and recreational initiatives, through 4 primary program streams,

- Youth Services
- DBay Families
- Local Pathways to Work Employability Program
- Engage & Educate Online Learning Platform

We are proudly a child safe organisation that is committed to ensuring the wellbeing of children and young people and protecting them from harm.

We value Integrity, Compassion, Respect, Diversity, and Collaboration.

As an Incorporated Association DBCYP is governed by a dedicated and experienced Board. DBCYP is a registered Charity, accredited under the Human Services Quality Framework. Please refer to the DBCYP website www.dbcyp.org.au for information about the teams and programs.

Local Pathways to Work

One of our key service areas is our Employability Program – Local Pathways to Work.

Underpinning our Local Pathways to Work model is a commitment to the importance of sustainable, meaningful work as a means of helping individuals to achieve their life goals. Our Local Pathways to Work program acknowledges:

- That some people face unique barriers to work as a result of poverty and inequality,
- That fairly paid work is the best way out of poverty for individuals and their families,
- That the opportunity to make a meaningful contribution through work is a cornerstone of human well being,
- That confidence is the key enabler on to an employment pathway.

DBCYP's Local Pathways to Work model provides tailored, intensive and holistic support to those who cannot access employment through more mainstream methods. In addition to undertaking varied qualifications, our LPW model aims to help individuals into fulfilling employment through an innovative system of support, designed to address both their structural and attitudinal barriers to employment.

POSITION DESCRIPTION

Position title:	Employability Progression Coach		
Program/Team:	Local Pathways to Work		
Employment type & hours:	35 hours per week		
Award conditions:	Social, Community, Home Care & Disability Services Award 2010	Remuneration:	Level 4/5
Working from:	Deception Bay, Qld		
Reporting relationships:	Local Pathways to Work Team Leader		
Probation period:	6 months		
Primary purpose of position:	<p>The Progression Coach will play a pivotal role in the Local Pathways to Work program, delivering one to one and group programs through our Learning Centre at Deception Bay, and our online learning platform. You will join a dedicated and passionate team committed to supporting people to move closer and into positive destinations, including returning to school, further education or employment, and ultimately economic independence.</p> <p>The Progression Coach role is intentionally different from an employment adviser. The emphasis is not solely on job outcomes but on developing resilience and a positive mindset in job seekers. This is not a “work at your desk” role – you will use your creativity to tailor your delivery of our award-winning programs to meet the needs and requirements of each job seeker. No two days will be the same!</p> <p>To be successful in this position, you will have proven experience in engaging and working with disadvantaged and complex job seekers. You must be able to inspire and yet deliver in a results-focused environment. You must truly aspire to help people to be the best they can be – when they may be far from sharing this view themselves!</p>		

KEY ACCOUNTABILITIES	
Employability Coaching	<ul style="list-style-type: none"> • Provide dedicated progression coaching support to people participating in the Local Pathways to Work (LPW) employability programs in both face to face and digital environments. • Support all elements of LPW program, including engagement, intake, coaching, work experience and job placement, and ongoing in-work support, • Deliver the LPW Mindset Matters work readiness course to groups, both face to face and online, • Develop and deliver job readiness activities, including compiling resumes and cover letters, completing job applications, interview preparation for both face to face and digital delivery • Link participants to internal and external auxiliary support service providers.
Workforce Engagement	<ul style="list-style-type: none"> • Proactively engage with local employers and industry representatives, understanding their workforce needs and providing insights to inform the development of employer-related activity, • Maintain knowledge of Local, State and Federal policies and initiatives relating to employment and training, including employer incentives.
Communications & PR	<ul style="list-style-type: none"> • Attend networking meetings and appointments with employers, community service organisations and education providers to create job opportunities for job seekers. • Attend relevant community events as required. • Work with the Communications Officer to produce relevant promotional materials, supporting social media marketing and updates on the website.
Records Management, QI & Compliance	<ul style="list-style-type: none"> • Complying with organisational platforms, processes, and procedures, • Maintain records and undertake financial, output and outcome reporting as required, • Contribute to the development and implementation of Workplace Health & Safety policies and practices, • Uphold DBCYP's operating principles as a Child Safe organisation.



Person Specification	
Skills & Experience	<ul style="list-style-type: none"> • Demonstrated extensive experience working with and supporting disadvantaged and at-risk job seekers to achieve positive outcomes, • Demonstrated understanding of the complex barriers that vulnerable job seekers face, • Evidenced coaching and support work experience related to setting goals and actions that engage job seekers and lead to behaviour change, • Ability to support participants in both a one-to-one setting and by running group work, • Experience networking and referring clients in a supported process to internal and external services, • Experience working to targeted outcomes/goals, while keeping participants at the heart of what you do • Experience in a range of digital media and technologies, such as webchats, zoom, online program delivery, email, social media, and their application to job seeking. • Demonstrated excellence in written and verbal communication skills , including case noting and report writing, • Highly developed communication and interpersonal skills • Demonstrated ability to build effective partnerships and networks and negotiate and influence internal and external stakeholders.
Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> • Relevant qualifications in training, coaching, personal development and/or minimum three years progressively developed experience of working with vulnerable people delivering psychosocial and positive psychology interventions to overcome barriers and disadvantage, • Unrestricted current Queensland driver's licence, • Working with Children Suitability Positive Notice (Blue Card), • Two relevant referees, including current or most recent manager.
Personal Attributes	<ul style="list-style-type: none"> • A growth mindset, • Ability to work independently exercising a high degree of initiative, • Strong analytical skills, • Emotional resilience, • Personal drive and integrity, • Consultative and collaborative working attitude, • Commitment to a learning culture and ongoing professional development, • A commitment to the values of DBCYP, • A sense of humour!

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development Appraisals unless required earlier.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

Name:

Date:

Manager:

Signature:

Signature: