



POSITION DESCRIPTION

EMPLOYMENT SERVICES MENTOR

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

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| Job Title | Employment Services Mentor |
| Saltbush Division | Employment Services - VTEC |
| Location | Tennant Creek |
| Employment Type | Permanent, Full time |
| Reports To | VTEC Program Manager |
| Hours of Work | Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility. |
| Travel | Some regional and remote travel may be required as part of this role. |
| Compliance Requirements | National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence |

PRIMARY PURPOSE OF POSITION

As an Employment Services Mentor, you will provide professional case management services to Indigenous jobseekers that will successfully provide them the ability to transition into and retain sustainable employment.

Our overarching objective is to engage, support and retain jobseekers into long term work, as per the various contract conditions of our Indigenous Employment Panel contracts.

This role requires an understanding that there are multiple employment barriers that prevent many highly disadvantaged job-seekers from gaining and retaining long term employment. You will know how to work as an effective team member with participants to assist them to overcome these barriers and to achieve our outcome KPI's.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as an Employment Services Mentor, Tennant Creek, you will:

- Develop trusting professional mentoring relationships with your caseload of participants to ensure you can provide them with the best possible service.
- Develop and facilitate Employment Pathway Plans for each participant on your caseload ensuring that your Employment Pathway Plan reflects addressing of barriers to education or employment and also a pathway to an employment outcome.
- Engage with and develop relationships with JobActive providers and Centrelink, ensuring that an open dialogue is maintained, and relationships are continually strengthened.
- Work collaboratively and proactively with employers to assist them in strengthening their Indigenous workforce.
- Ensure access to resources and services for jobseekers that will enable them to be prepared for addressing their barriers with a pathway to training and building of skills to enter the work environment.
- Participate in delivery of in-house work ready modules as required.

ESSENTIAL SELECTION CRITERIA

- Previous experience working in a culturally diverse business environment, demonstrating empathy with the delivery of services.
- Demonstrated ability to communicate, negotiate, lead, support and work in a cross-cultural environment.
- Excellent written, oral, IT and interpersonal communication skills.
- Demonstrated ability to set priorities, work effectively under pressure, and meet KPIs.
- High level organisational skills and self-motivation with the ability to take initiative when working alone and ability to interact and work in a team.





HIGHLY DESIRABLE CRITERIA

- Experience in Employment Services, preferably with a CDP or Jobactive provider would be highly regarded, as is experience working with an ESS system.
- Cert IV in Employment Services or similar.

THE SALTBUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

| CAPABILITY GROUP | CAPABILITY NAME | LEVEL |
|--|---------------------------|--------------|
|  Personal Attributes | Achievement Focus | Advanced |
| | Thoroughness | Skilled |
| | Manages Self | Skilled |
| | Teamwork and Leadership | Skilled |
|  Relationships | Building Relationships | Advanced |
| | Collaboration | Advanced |
| | Communicating for Results | Skilled |
| | Leading the Organisation | Intermediate |
|  Results | Analytical Thinking | Skilled |
| | Organisational Alignment | Skilled |
| | Initiative | Advanced |
| | Problem Solving | Skilled |
|  Resources | Business Knowledge | Intermediate |
| | Strategic Thinking | Intermediate |
| | Finance | Intermediate |
| | Project Management | Intermediate |
| | Procurement and Contracts | Skilled |
| | Human Resources | Skilled |

