



Mount Isa Skills Association
IsaSKILLS

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ABN 73697336567

POSITION DESCRIPTION

POSITION TITLE:	Employment Participation Mentor (Doomadgee)
INDUSTRIAL INSTRUMENT:	Labour Market Assistance Industry Award 2010
PROGRAMME:	CDEP
DATE OF POSITION DESCRIPTION:	7 April 2010
RESPONSIBLE TO:	Doomadgee CDEP manager
RESPONSIBLE FOR:	No delegations
LOCATION:	Doomadgee.

ABOUT THE ORGANISATION

IsaSKILLS is a non-profit organisation which delivers various programmes into the community for a comprehensive range of Training and employment services

IsaSKILLS was formed to provide training and employment related assistance to Jobseekers and employers in Mount Isa, Cloncurry, Longreach, Normanton and the surrounding regions. Our highly trained staff are dedicated in providing you with a quality service that is second to none. We deliver accredited training programs, work experience programs, employment services, youth services and many other funded programs and projects. Job Network, Work for the Dole, CDEP, Green Corps, and Disability employment Services are examples of the many programs we provide.

Primarily, **IsaSKILLS** relies on funding from federal and state Government Departments. The number of Departments providing funds has increased over the years since 1997. **IsaSKILLS** acquires additional income through fee-for-service work, such as accredited and industrial training, labour hire, and other miscellaneous non-core activities.

POSITION SUMMARY

The Employment Participation Mentor will provide leadership, promote a culture of inclusiveness and support, and provide personalised assistance within IsaSkills' training environment to CDEP participants in Doomadgee.

The Employment Participation Mentor will work primarily within remote Indigenous communities serviced by Job Services Australia and CDEP and will need to demonstrate sensitivity towards individuals from various cultural backgrounds, with Language, Literacy and Numeracy barriers, and other barriers faced by the long term unemployed.

The Employment Participation Mentor will be required to ensure their continued compliance with the contracts and legislation that governs registered training organisation's and Job Services Australia and CDEP providers.

KEY RESPONSIBILITIES

- A willingness and ability to travel to, and work within, remote communities.
- Act as a role model and mentor to all participants and stakeholders of the Doomadgee CDEP
- Provide support to and work intensively with trainers within the training environment.
- Provide personalised assistance and motivation to Candidates both within and without the training environment to address vocational and non-vocational barriers to reaching the desired training and/or employment outcomes.
- Liaise with host employers and candidates placed with host employers to ensure that the required employment objectives are met.
- Monitor and record candidates' progress and barriers in the training environment and implement strategies to overcome identified barriers.
- Promote Candidates to prospective employers.
- Ensure continued compliance with the contracts and legislation that governs registered training organisations and Job Services Australia and CDEP providers.

COMPETENCIES AND EXPERIENCE REQUIRED SELECTION CRITERIA


- Highly developed interpersonal skills.
- Outcome focused particularly with indigenous job seekers.
- Empathy with unemployed people.
- Excellent written and oral communication skills.
- Ability to work effectively independently and as a member of a team.
- Experience working with Indigenous individuals and individuals experiencing disadvantage.
- Excellent organisational skills.
- Good computing skills.
- A thorough knowledge of, and willingness to comply with, privacy and confidentiality.

QUALIFICATIONS

- Formal qualifications in mentoring and administration would be highly desirable.

OTHER INFORMATION

As part of the recruitment process you may need to satisfy financial and police background checks

Approved by CEO		Agreed by Incumbent	
Date	2010	Date	