

Employment Assistance Worker

MOUNT ISA
CETTS AWARD

IsaSKILLS currently requires highly motivated, enthusiastic and dedicated persons to work in our site office in the delivery of the Employment Services Contract. These key frontline positions are responsible for working with Long Term Unemployed Job Seekers to maximise sustainable employment. Previous experience is an advantage but not essential. Training will be provided for the right persons. You will be well organized and outcome driven with empathy for unemployed job seekers and have the ability to identify and co-ordinate delivery of assistance tailored to each job seekers needs, including working directly with employers to provide access to job placement and work experience opportunities. You will need advanced communication, interpersonal, literacy and computer skills to plan and develop pathways to employment for individual clients and be able to work within an outcomes focused environment. Display an understanding of problems facing unemployed people. Actively contribute and participate in the achievement of targets and contract milestones for the site and the JOB futures Job Network Contract overall. Possess the appropriate level of computer literacy (word processing, internet, access, EA3000 knowledge an advantage but training will be provided in EA3000.) Previous Case Management / Intensive Assistance experience, knowledge of local labour market, employment trends, ability to identify relevant job opportunities; knowledge and application of recruitment processes; Resumes, Application writing, Transferable skills, Dealing with problematic work histories etc. are all highly advantageous skills for these positions. For the position description and selection criteria please call at the isaSKILLS Centre, West Street, Mount Isa or telephone chrissy on (07) 4747 3535 for an application package or email esadmin@isaskills.org

Preferred licence(s):

Full time position, 35 hours or more per week

Perm 6 mths+

38 hrs /wk

Contact Us

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