



POSITION DESCRIPTION

POSITION TITLE:	Job Placement Officer
DIVISION / SECTION:	CDP
SUPERVISOR:	Office Manager/Community Services Manager
CLASSIFICATION LEVEL:	5.1
STATUS (FTE):	1.0

ABOUT BAWINANGA ABORIGINAL CORPORATION [BAC]:

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábbarra Women's Centre, Bawinanga Rangers, Barlmark Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

PURPOSE OF THE POSITION

- Under the direction of the Community Services Manager and Office Team Leader, manage the end to end process of all employer engagement contacts and services, ultimately leading to the achievement of compliant 26 week sustainable employment outcomes for Bawinanga CDP participants.
- Engage with Employers, Job seekers, government departments and community service providers on a minimum monthly basis to ensure appropriate PPS services and support is undertaken and concerns addressed.

POSITION RESPONSIBILITIES

Key Accountabilities

1. Actively engage with 'work ready' jobseekers to secure sustainable employment outcomes
2. Actively sources and identify suitable job vacancies reflective of CDP caseload skills and qualifications
3. Develop and maintain positive stakeholder relations with local employers, jobseekers, community service providers and departments
4. Ensure all communications (internal and external) are appropriate and do not bring Bawinanga Aboriginal Corporation or the Department of Prime Minister and Cabinet into disrepute
5. Develop and maintain a positive stakeholder relationship with all BAC staff and related entities
6. Utilise CDP IT System to record employment vacancies and referrals in a timely manner
7. Reverse market jobseekers to employers to achieve sustainable employment outcomes

8. Liaise with employers on a regular basis to identify start dates of employment and lodge in CDP IT system as soon as possible
9. Offer and provide thorough Post Placement Support to both employers and jobseekers placed in employment, these contacts must be recorded in the CDP IT System on a minimum monthly basis
10. Work with other employers and site employees, to secure a new placement to overcome any fall offs
11. Ensure all employment related documentation is provided to the Site Manager/Claims Administrator to support the claims process
12. Record any employment related information (including referrals and placements) in the jobseekers comments section of the CDP IT system
13. Update and maintain employer records in the IT system
14. Assist with face to face or phone queries relating to employment opportunities
15. Develop professional knowledge of, and provide advice, on areas including but not limited to the CDP contract, local labour market and local support services.
16. Approach all duties with a sense of urgency
17. Achieve all agreed KPIs'
18. Assist and support in updating and creating suitable resumes for job ready job seekers
19. Work effectively as part of a team environment
20. Maintain a tidy and professional office environment
21. Adhere to the Workplace Health and Safety regulatory requirements
22. Identify continuous improvement opportunities
23. Attend and participate in regular meetings with Management to discuss monthly/ weekly progress relating to employment outcomes and claims
24. Conduct any other duties that may be reasonable expected of you from time to time as directed by Management

SELECTION CRITERIA

Essential:

1. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
2. Current and valid driver's licence
3. Experience in CDP, RJCP or any other recent employment based program
4. The ability to obtain and maintain the applicable state clearance to work with children (OCRE Card)
1. Computer literacy
2. Ability to achieve quality customer outcomes
3. Ability to manage time and prioritise work load
4. Ability to build and maintain positive working relationships with internal and external stakeholders
5. Sound communication skills
6. Ability to work in a team and collaboratively achieve required outcomes
7. Ability to attend to detail and produce accurate results