

# Position Description

<b>Title</b>	Jobs Advocate
<b>Business Unit</b>	Employment Services, CDS
<b>Location</b>	Wodonga
<b>Employment type</b>	Maximum term – Full Time
<b>Reports to</b>	Business Leader

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

Jobs Victoria Advocates will work on the ground to help people navigate employment and training services by proactively connecting with people, where they are, in their local communities. Advocates will connect with participants who may need assistance to prepare for or secure suitable employment, ensuring they are aware of the supports available.

### 2. Scope

**Budget:** Nil

**People:** Nil

### 3. Relationships

#### Internal

- All Employment Services staff
- All support and foundation staff

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#### External

- Employment services providers / job seekers
  - Government funding bodies
  - Employers
  - Schools, TAFE's and Tertiary institutions
  - Health & Community Services
  - Participants and their families / advocates
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## 4. Key responsibility areas

### Service delivery

- Engages with local consumers and others in the community to understand their needs and support options
- Connects people with relevant services that can help them prepare for and secure work, including support to manage non-vocational barriers to employment
- Follow up connections and referrals made to other services, where required

### Leadership & Team Work

- Ensures the delivery of high quality outcomes for participants and stakeholders
- Fosters collaboration and team work within and across Uniting programs and services
- Considers the views of others and aims for group cohesion

### Building relationships

- Represent Advocates and the wider Jobs Victoria services to various agencies, professional networks and the local community
- Improve access to services by creating links and partnerships with community / service providers, agencies and local leaders

### Communication

- Maintenance of regular positive communication with participants, advocates, community / employment service organisations, and the government
- Regular collection and management of information and data from participants who have engaged with the Advocate service

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### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

## 5. Person specification

### Qualifications

- Desirable: Tertiary Qualification in Marketing, Business or Social Sciences
- Essential: Drivers License

### Experience

- Sound knowledge and understanding of the employment, education and/or community services system would be well-regarded
- Bilingual skills relevant to the local community would be well-regarded

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Relevant experience:** Previous community engagement experience and/or knowledge of best practice community engagement principles and practice
- **High level of interpersonal skills:** Demonstrated ability to understand and identify a range of client needs using a client-centred approach; capacity to deal sensitively and intelligently with difficult issues
- **Strong communication skills:** Demonstrated experience engaging and communicating with groups of people, tailoring communication to suit specific cohorts
- **Negotiation and influence skills:** Ability to influence and gain cooperation of internal and external stakeholders to create and maintain mutually beneficial relationships
- **Adaptation and problem-solving skills:** Demonstrated resilience adapting to changing environments; proposes innovative solutions to identified problems
- **Organisational skills and teamwork:** Ability to effectively plan and manage multiple tasks independently and as part of a team; ability to work collaboratively to achieve outcomes

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#### 6. We are a child safe organisation

Uniting 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 Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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#### 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

	Employee	Manager
Name:		
Signature:		
Date:		