



POSITION SPECIFICATION

POSITION SUMMARY:

Position Title:	Employment Consultant
Status:	Full time until 30 June 2011
Location:	South Eastern Region
Date:	July 2010

Background of organisation

The South Eastern Region Migrant Resource Centre (SERMRC) was established in 1993 and is managed by an elected Board of Directors. The MRC provides a range of community based services in response to identified settlement needs of ethnic communities in the South Eastern Region of Melbourne which includes the municipalities of Greater Dandenong, Casey and Cardinia.

The Centre is strategically located in the south eastern growth corridor and seeks to respond to the diverse and changing needs of the region. It is involved in the formulation and review of policy, community development and case work.

The staff team comprises the Chief Executive Officer, Settlement, Employment, Planning and Projects, and Aged and Disability Teams. Staff works closely with ethnic communities, service networks and organisations, assisting into the development of more equitable and effective services to migrants and refugees.

In addition the Centre:

- recognises the special needs of migrants and acts to develop and deliver specific programs and services to address the settlement needs of each target group;
- recognises that it is important to promote an increased awareness of the special needs of migrants amongst service providers and within the general community;
- aims to assist in the provision of facilities to local ethnic groups, such as women, youth, elderly and people with disabilities, and to have particular regard to their needs
- develops community activities oriented to encourage closer links between ethnic communities

The Centre provides services including settlement support, multilingual information, casework and referral services, settlement information to newly arrived refugees and migrants, aged care services, employment services, community care packages, community education and cross-cultural training, community development programs.

Position Objective:

This project aims to provide case management to skilled migrants, to assist them to find jobs, particularly in their field of expertise and qualifications. This support may include additional training, work experience, job training, and mentoring. Skilled migrants will be from CALD communities and will live in the south eastern region of metropolitan Melbourne.

Key responsibilities:

- 1) Provide Case management to unemployed skilled migrants, to assist and support them into employment or suitable work experience
- 2) To identify potential employers and available employment opportunities and match clients to these positions.
- 3) To liaise with employers and training providers, and professional associations to ensure successful work experience and training.
- 4) To maintain accurate filing systems, databases and records in accordance with contractual obligations for reporting and documentation purposes.
- 5) Attend MRC meetings and represent the MRC in activities as required.
- 6) Other duties as directed.

Key Selection Criteria

- 1) Demonstrated experience in case management and proven track record to meet employment targets.
- 2) Demonstrated employment placement skills and experience working with skilled unemployed migrants.
- 3) Excellent written and oral communication skills.
- 4) Demonstrated ability to establish and build strong relationships with a broad range of employers and other key stakeholders.
- 5) Demonstrated understanding of the needs of skilled migrants and the issues they face.
- 6) Ability to work as part of a team
- 7) Competent use of Word, Excel, and data base programs.

Qualifications

- Relevant Tertiary qualifications

Organisational Accountability

This position is accountable to the Board of Directors via the Chief Executive Officer. The Employment Team Leader provides direct supervision to this position.

Conditions of Employment**1) Duration of the Position**

The position is funded by the JobsFund program (DEEWR) until 30 June 2011.

2) Salary and Conditions

- Full time position, 38 hours/ 5 days per week
- Time-off-in-lieu of payment will apply when out of normal hours work is required
- Salary depends on qualifications and experience
- Salary packaging is available
- Up to 3 days paid leave during the end of the year break depending on the working days.
- Individual work contract will be negotiated
- Some conditions will be consistent with the SACS award
- Staff member must have a current Victorian Drivers Licence and access to a comprehensively insured private vehicle
- Travel allowance will apply for use of private vehicle

Applications

Applications must be in writing, with a Curriculum Vitae and names and phone numbers of two current referees.

All applicants should read the document on our website www.sermrc.org.au, entitled *Applying for a Job at the Migrant Resource Centre*.

All applications must address the selection criteria or they will not be considered.

Applications should be received by 5pm on Friday 6th August 2010

Send applications to: recruitment@sermrc.org.au

For further information regarding this position please contact Sharon Smith, Employment Team Leader on 9706 8933.