

## JOB HIGHLIGHTS PACK

<b>Role:</b>	<b>Transition to Work Case Manager</b>
<b>Department:</b>	Community Development
<b>Reports to:</b>	Assistant Manager Community Development
<b>Direct Reports:</b>	Nil
<b>Location:</b>	55 Reid Rd, Broome WA
<b>Contract Type:</b>	Fixed Term Full time, 1 year

### ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”  
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

### PRIMARY FUNCTION

Working in a service delivery model underpinned by group activities, one-on-one case management and employer engagement, the Transition to Work Case Manager provides intensive pre-employment support to improve the work readiness of young people and to help them into work (including Apprenticeships or Traineeships), training or further education. The TTW service will have a strong focus on helping young people to understand what is expected in the workplace and to develop the skills, attitudes and behaviours expected by Employers.

Please see the **attached Position Description** at the end of this pack for detailed key responsibilities and outcomes of this position.

### ESSENTIAL SELECTION CRITERIA

1. Minimum of two years' experience in Employment Services or a related Service industry
2. Proven ability to achieve results and exceed targets
3. Proven aptitude for strong employer engagement including reverse marketing job seekers
4. Ability to think creatively to secure the best job opportunities for each participant
5. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills
6. A genuine, demonstrated commitment to working with young people including ability to motivate and support young people;
7. High level administration skills including Microsoft Office Suite and experience.

### DESIRABLE SELECTION CRITERIA

1. Tertiary qualification and/or equivalent experience in a relevant discipline;
2. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
3. Existing networks within the community support and development sector including government and non-government agency contacts.

## BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



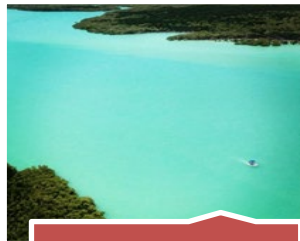
Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



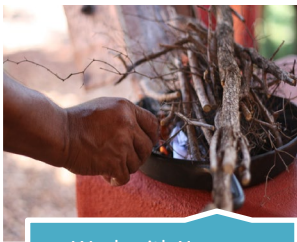
Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to Lynda.com online training

## LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>





## APPLICATION PROCESS

Applications should be sent electronically to [recruitment@yawuru.org.au](mailto:recruitment@yawuru.org.au) and addressed to:

Manager Human Resources and Organisational Development  
Nyamba Buru Yawuru  
PO Box 425  
Broome, WA 6725

Please include the following in your application:

1. Completed NBY Application for Employment Form (found on NBY website)
2. Cover Letter
3. Resume/ CV
4. Statements addressing the selection criteria

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9609.

Applications for this position close **5pm Friday 13<sup>th</sup> march 2020.**

POSITION	LOCATION	REPORTING RELATIONSHIP
Transition to Work Case Manager	Broome, Western Australia	Reports to the Snr Project Officer – Transition to Work

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Working in a service delivery model that is underpinned by group activities, one-on-one case management and employer engagement, the Transition to Work Case Manager provides intensive pre-employment support to improve the work readiness of young people and to help them into work (including Apprenticeships or Traineeships), training or further education. The TTW service will have a strong focus on helping young people to understand what is expected in the workplace and to develop the skills, attitudes and behaviours expected by Employers.

#### LINE MANAGEMENT RESPONSIBILITIES

- Nil

#### COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- Manager – Community Development
- Internal NBY colleagues
- Yawuru and non-Yawuru community stakeholders
- Local, State, and Commonwealth Government staff
- Community service partners and stakeholders identified as pivotal in facilitating TTW outcomes
- Local employers and employer groups

#### KEY RESPONSIBILITIES

##### PROVIDE QUALITY JOB PLACEMENT SERVICES TO JOB SEEKERS AND EMPLOYERS

- Implement NBY’s Service delivery Plan and Employer Engagement Model;
- Conduct initial employment readiness assessment with young people and design Job Plans;
- Monitor a young person’s development through ongoing career mentoring and work goal exploration identifying emerging issues and barriers to employment along the way;
- Maintain regular personal and phone contact with young people throughout their participation in TTW;
- Build demand-led pre-employment skills for young people through group and individually-based project activities;
- Deliver post-placement support to young person and employer;
- Lead community engagement and liaison activities;
- Coordinate work experience activities and vocational assistance;
- Complete all administrative, organisational and compliance requirements;
- Record all job seeker contacts on ESS IT system in a timely manner;
- Accurate and timely entering of job placements with appropriate documentary evidence.

##### INDIVIDUAL COMMITMENT

- Preparedness to work enthusiastically, consistently and innovatively with young people to create purposeful futures;
- Actively embrace and integrate NBY’s vision, mission and values into the role, and model appropriate behaviours;
- Work collaboratively with management and staff across the business in support of NBY’s strategic objectives;
- Maintain a professional approach in the workplace;

- Ensure that Workplace Health and Safety guidelines are observed, implemented and improved;
- Conform to NBY's conditions of employment, code of conduct, and organisational policies and procedures;
- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act;
- Continuously identify opportunities for improvement;
- Embrace any other duties that may be required to ensure Aboriginal people can access education, employment and training opportunities so they can realise their full potential.

## KEY OUTCOMES OF THIS POSITION

*TTW participant outcomes as detailed below are stated and required by the Department of Employment- TTW Guidelines 2016 - 2020*

### PROVIDE QUALITY JOB PLACEMENT SERVICES TO JOB SEEKERS AND EMPLOYERS

- Employment Outcomes of 12 cumulative weeks of employment during a Participant's time in the service
- Education Outcomes for all participants must be:
  - 26 consecutive weeks' full time participation in or completion of a Certificate 111 course; or
  - secondary education leading to Year 12; or
  - 26 consecutive weeks' full time participation in the SEE program.
- Hybrid Outcomes of 12 weeks combining education and employment for 25 hours per week on average.
- Sustainability Outcomes of 26 weeks of employment or Hybrid Outcomes. To be achieved over 1 consecutive weeks which immediately follow a 12 week Employment Outcome or a Hybrid Outcome.

### INDIVIDUAL COMMITMENT

- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies;
- All activities are subject to a demonstrated cycle of continuous improvement.

## ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Minimum of two years' experience in Employment Services or a related Service industry
2. Proven ability to achieve results and exceed targets
3. Proven aptitude for strong employer engagement including reverse marketing job seekers
4. Ability to think creatively to secure the best job opportunities for each participant
5. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills
6. A genuine, demonstrated commitment to working with young people including ability to motivate and support young people;
7. High level administration skills including Microsoft Office Suite and experience.

## DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Tertiary qualification and/or equivalent experience in a relevant discipline;
2. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
3. Existing networks within the community support and development sector including government and non-government agency contacts.

## PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National Police Clearance and Working With Children's check