

POSITION: Employment Consultant
REPORTS TO: Team Leader, Ravenhall Correctional Centre
LOCATED: Ravenhall Prison and GEO's Community Reintegration Centre,
Richmond
DATE UPDATED: July 2019

ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

JOB CONTEXT

The Homelessness, Justice & Family Services Division (HJFS) supports young people, adults and families to achieve stable, secure and appropriate housing arrangements and delivers and supports innovative justice solutions promoting opportunities for rehabilitation which contribute to reducing crime in the community. Specifically, the division comprises of three conceptual domains:

1. Intensive Youth Support
2. Supported Accommodation and Justice
3. Youth and Family Homelessness Services

Ravenhall Correctional Centre (RCC) is a new medium security prison accommodating 1,600 sentenced and remanded men managed by an international private prison provider (GEO). MCM is part of the GEO 'Alliance' which is a group of community and specialist services contracted to deliver a range of programs at RCC.

This role will deliver Employment support and services to men pre-and post-release their release from Ravenhall. Individualised, group programs and employment expos will be delivered as part of the suite of services.

The Ravenhall Charter provides an overarching framework that emphasises the vision, mission, values and principles shared by all employees working at Ravenhall to ensure an integrated approach to achieve positive outcomes for prisoners.

JOB PURPOSE

To provide men at Ravenhall with the support and opportunity to improve their skills and confidence to gain and maintain employment post release.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Deliver a high quality pre-and post-release employment service to men at RCC.
- Plan, schedule and deliver pre-and post-release employment services at RCC to meet contractual obligations
- To undertake employment assessments for eligible participants
- To build positive relationships with program participants to establish employment plans, create resume, develop job seeking activities, undertake mock interviews and build employability skills
- Support participants post release to identify and engage with potential employers
- To work with the Emerge team pre-release to assist participants to gain and maintain employment
- Build constructive business sector relationships to identify and secure employment opportunities for men in a variety of sectors and industries
- Develop and introduce innovative employment multi-agency programs and promote the role of MCM in securing and maintaining employment for RCC clients post release.
- Facilitate group work and assist with the design and delivery of employment expos
- Work cooperatively and collaboratively with all staff at RCC to maximise opportunities for new and maintained employment
- Plan and schedule programs to achieve required standards and associated performance indicators.
- Identify, design and deliver innovative opportunities to promote and secure employment opportunities
- Work closely with GEO reintegration officers and client to develop and maintain a structured employment plan
- To maintain an environment that promotes the health and safety and actively participate in WH&S meetings and contribute to the overall wellbeing of the workplace
- To ensure awareness of and adhere to MCM and Ravenhall CC policies and procedures
- Maintain accurate data, information, record keeping and filing system as per requirements of GEO and MCM.
- Provide regular reports as per program and contract requirements
- Participate in relevant supervision, performance reviews and training provided MCM and GEO. mandatory MCM training
- Represent MCM at relevant forums as directed by the Team Leader
- Other tasks as directed by Team Leader Ravenhall Programs

- MCM is committed to the safety of its clients and employees, taking a zero-tolerance approach to violence within the workplace, abuse, including child abuse and abuse of people with disability. All employees are required to comply with the Child Safe Standards.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Accountability	<ul style="list-style-type: none"> • The position is accountable to the Team Leader Ravenhall Correctional Centre for day to day support in the prison.
Internal Relationships	<ul style="list-style-type: none"> • Staff and team leaders from HJFS Team • Manager and team of MCM Ravenhall programs • Staff from Organisational Development and Human Resources
External Relationships	<ul style="list-style-type: none"> • Business relationships and employment opportunities • GEO employees • Relevant organisations and stakeholders within the community, including but not limited to employment / recruitment agencies, training organisations, private business/enterprise

KEY SELECTION CRITERIA

Essential:

- Tertiary qualifications in Community Services, Welfare studies or related fields
- Demonstrated experience and/or knowledge of working with people who have involvement with the justice system and employment sector
- Demonstrated knowledge and understanding of the current trends and needs of the labour market
- Demonstrated experience and skills in delivering employment services to people with significant employment barriers
- Ability to establish and maintain cohesive working relationships with a broad range of people and organisations
- Ability to and understanding of, work in a prison setting
- Well-developed written and verbal communication and negotiation skills
- Demonstrated ability to work independently and as part of a team
- Strong organisational and time management skills with the ability to prioritise tasks.
- High level of initiative and motivation
- Administration and computer proficiency

- A current and valid drivers' license (obtained in Australia)
- An understanding of the requirements for ensuring child safety.
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.
- Internet-enabled device for Time & Attendance when working offsite.

HEALTH & SAFETY REQUIREMENTS

MCM is committed to the safety of its clients and employees, taking a zero-tolerance approach to violence within the workplace and abuse, including child abuse and abuse of people with disability. All employees are required to comply with the Child Safe Standards.

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	<p>Customer Focused We do our best work when we understand people and enable them to direct their own lives. We partner with others to provide access to what they need locally.</p>
PARTNERSHIPS	<p>Collaboration & Cooperation Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.</p>
PARTNERSHIPS	<p>Credibility & Integrity Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.</p>
REPUTATION	<p>Outcomes Focused Delivers measurable results. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.</p>

REPUTATION	Resilience & Bounce Back Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
REPUTATION	Doing Our Best Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.
PEOPLE	Resilience & Bounce Back Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
PEOPLE	Builds Capability & Realises Potential Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.
PEOPLE	Challenge & Change Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

Together	We are inclusive and accepting of difference. We work in highly effective teams and our people are connected across our organisation. We engage proactively with others to deliver outcomes.
Courageous	We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.
Curious	We are inquisitive and ask why. We challenge the status quo. We actively explore the alternatives.
Open	We are transparent and have genuine, honest interactions. We listen and hear people's voices. We value and respect the autonomy of clients. We trust one another.
Accountable	We act safely in all our interactions. We manage within our financial and resource boundaries. We own our outcomes and decisions. We are proud of the work that we do.

