

Position	Program Leader Mission to Employment (M2E)
<b>Key Requirements (Qualifications, Skills, Knowledge and Experience)</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience working with high need jobseekers to assist them build skills, confidence and an exposure to work practices.</li> <li>• Case Management services including scheduling of appointments, development of transition plan, individual monitoring and progress reporting (case notes/program evaluation)</li> <li>• Familiarity with work placement programs acting as a liaison between workplace supervisor, Job network agencies and participant.</li> <li>• Participant Knowledge of local employment, training and job networks to make appropriate enquiries, referrals and appointments for participants in line with transition plan.</li> <li>• Ability to develop and deliver employment preparation training including individual preparation, written applications and knowledge of local programs and initiatives.</li> <li>• Ability to facilitate small group training activities.</li> <li>• Demonstrated empathy with participant group and staff</li> <li>• Excellent time management, administrative and communication skills</li> <li>• Experience in project reporting</li> <li>• Demonstrated ability to achieve benchmarks/performance measures</li> <li>• National Police Check is required for all roles at LCM</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualifications and/or experience in training, assessing and delivering work readiness programs including Language Literacy and Numeracy development for individuals.</li> <li>• Experience with program facilitation.</li> <li>• Experience in managing people.</li> <li>• Understanding of the issues surrounding Adult Literacy, especially delivery in the workplace.</li> <li>• Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.</li> <li>• Previous experience within a not for profit and/or community services background</li> <li>• Demonstrated ability to work unsupervised</li> <li>• Positive history of following organisational Policy &amp; Procedures</li> </ul>
<b>Summary of Role (inc. Role Purpose)</b>	<p>The position is required to deliver the Mission 2 Employment (M2E) Program, a LCM initiative designed to assist jobseekers successfully transition to further training or employment. As Program Leader you will meet with participants to discuss program objectives and establish a personalised transition plan; Liaise with internal and external stakeholders; Develop and facilitate programs in consultation with LCM support staff; Conduct regular meetings with participants to determine, implement and measure progress against personalised transition plans; Support participants with all elements required to identify and gain work, enrol in formal education/training and transition into employment; Ability to recognise individual needs and make appropriate referrals (where necessary); Develop and deliver work preparation training for small groups; Deliver on all outcomes associated with Mission 2 Employment contract; Maintain administration/records in line with contractual obligations; Work with other staff/management to develop reports for Contract Manager.</p>

	<b>Key Responsibilities</b>	<b>Key Performance Indicators</b> (observable and measurable)
<b>Teaching and Assessing</b>	<ul style="list-style-type: none"> <li>Undertake initial participant assessments and develop personal transition plans in line with program objectives.</li> <li>Deliver the required range of support and training to achieve project outcomes for participants and organisation.</li> <li>Prepare relevant contextualised learning and information materials.</li> <li>Monitor participant progress, and where possible, adapt program to suit the needs of individuals or facilitate appropriate supported referrals to ensure stated objectives are achieved.</li> <li>Motivate and encourage participants.</li> <li>Assess participants' outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Participant assessments completed efficiently.</li> <li>Assessments completed in line with guidelines.</li> <li>Participant preparation and progress is monitored.</li> <li>Training is delivered effectively.</li> <li>Materials prepared as needed.</li> <li>Program adapted to meet needs.</li> <li>Participants report feeling encouraged.</li> <li>Outcomes are assessed at appropriate stages.</li> </ul>
<b>Administration and Reporting</b>	<ul style="list-style-type: none"> <li>Maintain accurate and up-to-date records for the project.</li> <li>Prepare reports as required to meet deadlines</li> <li>Record all participant information</li> </ul>	<ul style="list-style-type: none"> <li>Records are kept up to date.</li> <li>Reports made available as agreed with Manager.</li> <li>Reports accurately reflect program outcomes.</li> </ul>
<b>Project Implementation and Management</b>	<ul style="list-style-type: none"> <li>Support M2E support staff (Case Worker) to deliver program outcomes for participants.</li> <li>Promote program to internal and external stakeholders.</li> <li>Develop appropriate transition plans for individuals participating in the project.</li> </ul>	<ul style="list-style-type: none"> <li>Lead and support Case Worker to achieve desired outcomes.</li> <li>Transition plans developed as required.</li> <li>Internal and external stakeholders engaged to support project outcomes</li> <li>All timelines and milestones are met.</li> </ul>

### LAUNCESTON CITY MISSION VALUES

<b>Faith</b>	We have confidence that ethical actions will bring good results.
<b>Justice</b>	We take personal responsibility to uphold what is pure, right and true.
<b>Compassion</b>	We invest whatever is necessary to heal the hurts of others.
<b>Flexibility</b>	We are attentive and responsive to the changing needs in our community
<b>Enthusiasm</b>	We express joy in our work as we give it our best effort.

I confirm I have read and understood this Position Description.

Name of Worker:

Signature:

Date: