

## ADVERTISING DETAILS AND TEMPLATE FORM

Please return completed Application Form via email addressed to Indi Mills, Programs Coordinator  
[imills@kym.com.au](mailto:imills@kym.com.au)

By 05/09/18. (Please ensure that Key Selection Criteria is included in Application).

☒ Internal Only Advertisement via [www.kym.com.au](http://www.kym.com.au)

☒ External Advertisement - Please select publication/s (if required):

Note: All external positions will be published at a minimum on K.Y.M. (Victoria) Inc. Website

The below listed online publications are K.Y.M. (Victoria) Inc. preferred providers:

☒ SEEK & CareCareers                      ☒ Ethical Jobs                      ☒ Other \_\_\_\_\_

### Reconnect Work and Learning Advisor

Seeking an enthusiastic and experienced individual to work as part of a passionate team supporting young people aged 17-19 who are disengaged early school leavers who have not achieved Year 12 or equivalent and long term unemployed people aged 20-64 without Year 12 or equivalent. Intensive wraparound support will be provided to assist both groups of people to succeed in education, training and career pathways.

Are you compassionate and interested in making a real difference to people's lives?

An opportunity exists for a creative, motivated and energetic individual to join our supportive and dynamic team.

- Join an organisation that is making a difference
- Not-for-Profit Sector
- Primarily based at our Bayswater office with outreach travel

### About Us:

We are a not-for-profit organisation whose goal is to be recognised by the community as the premier provider of education, counselling, training and support services.

We aim to ensure that the quality and integrity of the services we provide to members of our community, especially young people and people with disabilities, will impact positively on their lives and future.

Our team members are at the front line every day, assisting people to identify and access their options for transition to education, training and employment. We have a strength based approach to supporting people accessing our services. We ask 'What can you do?' rather than 'What do you need?'

We have a strong and proven record of integrity, respect, teamwork, achievement and innovation.

## Key Selection Criteria:

### Essential

1. A relevant qualification and associated experience
2. Experience in the case management of complex and at-risk people. This would include the ability to use a range of strategies to engage with young people.
3. Experience in providing support to a complex young person with a history of childhood trauma where multiple service providers may be involved.
4. Demonstrated awareness and commitment to working within the 'Best Interests Principles' outlined within the Children, Youth and Families Act 2005.
5. Ability to develop, implement, monitor and review client service plans.
6. Ability to work both independently and as a member of a team and to contribute to program development, implementation and evaluation.
7. Excellent written and communication skills, negotiation and liaison skills.
8. Well developed computer and administration skills.

### Desirable Skills, Knowledge, and Experience

1. Comprehensive knowledge and understanding of vocational, education and training systems and a thorough understanding of the Victorian Secondary Education environment.
2. Be committed to your own continuous development and participate in goal directed training and professional development activities.
3. Build linkages with local Centrelink offices and Job Active and Disability Employment Service providers and undertake marketing activities.

**Please Note:** It is mandatory for the successful applicant to hold a current Driver's License, Working with Children Check and be prepared to undergo a National Criminal History Check prior to commencement.

## How to Apply:

Please apply in writing addressing the Key Selection Criteria and **nominating three professional referees** to Indi Mills, Programs Coordinator, [imills@kym.com.au](mailto:imills@kym.com.au)

For further enquiries or a copy of the **Position Description and Application for Employment Form** please contact Indi Mills on 03 9722 5777.

**Applications Close: 5pm 05/09/18.**

We encourage and welcome applications from Aboriginal and Torres Strait Islander People.