

POSITION DESCRIPTION

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| Date | April 2021 |
| Position Title | Student Placement and Wellbeing Officer |
| Reports to (position title) | General Manager Governance and Training Services |
| Department | RTO |

Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater, Wyndham and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training (Registered Training Organisation), Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

The Student Placement and Wellbeing Officer provides career and workforce development advice to a broad range of students, requiring active engagement with students, industry and community stakeholders to drive engagement strategies to support client and industry needs.

An essential function of the role is to facilitate and manage practical placements. The role is also responsible for the development and facilitation of a range of non-accredited training programs.

PRIMARY OBJECTIVES

- Provision of support to students that enhances employment outcomes.
- Development of relationships with local employers and community stakeholders.
- Develop opportunities with employers which increases opportunities for students to attain employment outcomes
- Development and delivery of pre-accredited training programs that enhance student outcomes
- Project management of initiatives which provide student outcomes and enhance employment opportunities

KEY RESULT AREAS AND RESPONSIBILITIES

- Ensuring activities within their area of responsibility complies with:
 - Occupational Health and Safety Act 2004
 - bestchance Child Family Care Policy and Procedures, in particular Behaviour Guidance Policy, Child Safe Policies and Procedures, Privacy Policy and Code of Conducts.
- In consultation with the mainstream teacher, provide academic support to students
- Day to day oversight and management of the bestconnect database
- Organisation and monitoring of Practical Placement arrangements for each Course
- Provision of support to students to secure practical placement opportunities as required
- Conduct practical placement audits for new organisations

- Liaison support and building of organisational partnerships
- Preparation and delivery of pre-accredited courses
- Conducting, analysing and reporting Evaluation outcomes for all courses
- Monitoring and reporting student employment and/or further training outcomes for all bestchance Training graduates
- Undertake additional duties and/or provide assistance and general support to other positions as required

KEY SELECTION CRITERIA

- High level administration skills and demonstrated ability to work independently
- Display a high level of personal integrity, exercising discretion and empathy with student's needs.
- Excellent oral and written communication skills with the ability to compose professional correspondence and reports.
- Proven success in building and managing relationships with students, employers and community stakeholders.
- Demonstrated organisational and time management skills, problem solving and decision-making skills as well as well-developed liaison and negotiation skills.
- Ability to work independently with a high level of initiative and a positive outlook and solutions focused approach.
- Advanced computer skills in Microsoft Office: Word, Excel, Outlook, PowerPoint, Publisher
- A satisfactory current Police Records Check and a current Working with Children Check.
- A current Victorian driver's licence is required.
- A minimum of 2 years customer services experience.
- Certificate IV in Training and Assessment
- Certificate III in Education Support and/or Certificate III or higher qualification in Early Childhood Education and Care
- A current Working with Children Check