* **Full time  - 36 month Max Term contract**
* **Location: Bairnsdale**
* **Make a meaningful difference to the lives of Australians in need**

**Life at Mission Australia**

When you join the team at Mission Australia, you become part of a community who are determined to end homelessness and ensure people in need can thrive. United by our Christian purpose and values, we stand together with anyone who needs us, for as long as they need us. Find out more [about us](https://www.missionaustralia.com.au/about-us) and [our purpose](https://www.missionaustralia.com.au/about-us/our-purpose).

**Your opportunity**

ParentsNext is a pre-employment program funded by the Commonwealth Government. ParentsNext assists parents of young children to identify their education and employment goals, and develop a pathway to achieve these goals, whilst addressing non-vocational barriers through links to relevant supports and services in the local community.

The ParentsNext program is looking for a dynamic Parent Pathway Support Worker to support our high quality pre-employment program. This outcome-focussed role is responsible for engaging positively with parents in order to assist them to identify their goals and support them on their pathway to achieving these goals. Supporting parents in their transition to education and/or employment may include referrals to community services, facilitating group activities and engaging parents with specialist activities to assist them to achieve their individual goals. There are multiple roles available across the South East Melbourne and Mornington Peninsula region, with flexibility of part-time available by discussion. Some travel across the region may be required.

Other key responsibilities will include:

- Collaborate with participants to identify activities that will help them to reach their education and employment goals

· Maintain regular contact with parents to provide comprehensive pre-employment support

· Liaise with stakeholders such as Services Australia, education and vocational training providers, community services, and employers

· Undertake reviews of plans and respond to any changing requirements

· Manage daily administration tasks such as appointments, data entry, and case notes

· Adhere to Work Health and Safety compliance requirements

**Requirements for success**

· Passion to engage with parents to help them identify and reach their education and employment goals

· Ability to build rapport and motivate parents

· Experience in Family Services, Employment Services or the employment industry

· Demonstrated experience working with families with multiple and complex needs

· Ability to network and keep up to date with local services that can assist participants with addressing barriers to employment

· Excellent interpersonal skills to enable the fostering of strong networks both within Mission Australia and within the community

· Exceptional time management, administrative and computer literacy skills

· Focus and ability to deliver high performance KPIs

· Flexibility to travel across the region as required

· A current Victorian Driver’s Licence

Before starting work with us, you will need to undertake a national police history check, qualifications and referee checks, and have a clearance to work with children/vulnerable people.

**Our culture**

Our innovative and inclusive culture will ensure you feel valued at Mission Australia as you help Australians in need and develop in your career.

We’re committed to the safety and wellbeing of each other and the people we serve.

We recognise and respect diversity. So, whoever you are, if you’re skilled and actively support our purpose and values, you would be welcome at Mission Australia.

Find out more about a [**career with Mission Australia**](https://www.missionaustralia.com.au/careers).

If you need support to submit your application, please email **talentattraction@missionaustralia.com.au**.

**Your benefits**

* Rewarding work – every day you know you’re making a real difference
* Not-for-profit salary packaging, reducing your tax (details via **[AccessPay)](https://accesspay.com.au/%22%20%5Ct%20%22_blank)**
* Generous discounts with health insurance and major retailers
* Free external, confidential counselling and access to [chaplaincy support](https://www.missionaustralia.com.au/about-us/our-purpose/chaplaincy).

**How to apply**

To be considered for this opportunity, please click ‘Apply for this job’ and send your cover letter and resume today. As a committed [Circle Back Initiative](https://www.circlebackinitiative.com/) employer, we will respond to your application.

For more information, feel free to view the Position Description via  xxx

For further information regarding working with us, visit [Working for Mission Australia.](https://www.missionaustralia.com.au/careers)

**Applications close at midnight on Tuesday 17th August 2021.  Please send through your application as soon as possible as shortlisting will commence before the closing date.**