

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Employment Services Mentor
Saltbush Division	Employment Services
Location	Darwin
Employment Type	Permanent, Full time
Reports To	Employment Services Program Manager
Hours of Work	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility.
Travel	Some regional and remote travel may be required as part of this role.
Compliance Requirements	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence

PRIMARY PURPOSE OF POSITION

As an Employment Services Mentor, you will provide professional case management services to Aboriginal and Torres Strait Islander job seekers that will successfully provide them the ability to transition into, and retain, sustainable employment.

Our overarching objective is to engage, support and retain jobseekers into long term work, as per the various contract conditions of our Indigenous employment contracts.

You will use your professional skills and knowledge to provide holistic support services and intensive mentoring to your caseload of participants.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as an Employment Services Mentor, Darwin, you will:

- Develop trusting professional mentoring relationships with your caseload of participants to ensure you can provide them with the best possible service.
- Develop and facilitate Employment Pathway Plans for each participant on your caseload ensuring that your Employment Pathway Plan reflects addressing of barriers to education or employment and also a pathway to an employment outcome.
- Engage with and develop relationships with JobActive providers and Centrelink, ensuring that an open dialogue is maintained, and relationships are continually strengthened.
- Work collaboratively and proactively with employers to assist them in strengthening their Indigenous workforce.
- Ensure access to resources and services for jobseekers that will enable them to be prepared for addressing their barriers with a pathway to training and building of skills to enter the work environment.
- Participate in delivery of in-house work ready modules as required.

ESSENTIAL SELECTION CRITERIA

- Previous experience working in a culturally diverse business environment, demonstrating empathy with the delivery of services.
- Demonstrated ability to communicate, negotiate, lead, support and work in a cross-cultural environment.
- Excellent written, oral, IT and interpersonal communication skills.
- Demonstrated ability to set priorities, work effectively under pressure, and meet KPIs.
- High level organisational skills and self-motivation with the ability to take initiative when working alone and ability to interact and work in a team.





HIGHLY DESIRABLE CRITERIA

- Experience in Employment Services, preferably with a CDP or Jobactive provider would be highly regarded, as is experience working with an ESS system.
- Cert IV in Employment Services or similar.

THE SALT BUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Advanced
	Thoroughness	Skilled
	Manages Self	Skilled
	Teamwork and Leadership	Skilled
 Relationships	Building Relationships	Advanced
	Collaboration	Advanced
	Communicating for Results	Skilled
	Leading the Organisation	Intermediate
 Results	Analytical Thinking	Skilled
	Organisational Alignment	Skilled
	Initiative	Advanced
	Problem Solving	Skilled
 Resources	Business Knowledge	Intermediate
	Strategic Thinking	Intermediate
	Finance	Intermediate
	Project Management	Intermediate
	Procurement and Contracts	Skilled
	Human Resources	Skilled



FOUNDATIONAL



INTERMEDIATE



SKILLED



ADVANCED



EXPERT