



# Australian Oromo Community Association in Victoria Inc

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## POSITION DESCRIPTION

**POSITION TITLE:** Employment Facilitator

**PROJECT NAME:** Connecting the unemployed to JVEN employment services

**REPORTS TO:** President, Australian Oromo Community Association Inc (AOCAV)

**POSITION TYPE:** Part-time casual up to 10 hours per week for 12 months

**SALARY:** As per permanent position salary of \$65,000 per annum

## ORGANISATIONAL PURPOSE

The Australian Oromo Community Association in Victoria (AOCAV) is a not-for-profit organisation established in 1984 by Oromos who arrived to the state through the humanitarian and family reunion programs. AOCAV was established with the expressive aim of empowering the Oromo community to be fully integrated within the wider Australian society, be responsible, participating citizen and contributing to our great state of Victoria. AOCAV continues to provide various social and community services such as support for refugees and new arrivals to the state and their ongoing settlement needs to improve the outcomes. Furthermore, through community-based initiatives such as youth development programs that include mentoring, sport, capacity building, self-esteem and leadership development, AOCAV engages and keeps the Oromo youth focused and motivated to stay in school, excel in their studies and further their education through to University. AOCAV also enriches Victorians through annual cultural and musical events at Federation Square.

## POSITION PURPOSE

In the scope of this project, the Employment Facilitator work in partnership with stakeholders in the Job Victoria Employment Network (JVEN) and connect the unemployed persons from within our community. The unemployed segments includes

- School-leavers/graduates who never worked and/or looking for jobs / apprenticeship /internship,

- Matured age persons unskilled and with low English proficiency, most of them living in public housing,
- Matured age skilled persons with overseas and/or Australian qualifications without Australian work experience or worked in under-paid jobs,
- Asylum seekers and new arrivals on humanitarian visa with work rights

The Employment Facilitator works with AOCV committee to register and document the unemployed youth, women, senior and matured aged groups in our community; organise information session and trainings and follow up with the employment agencies (the Jesuit Social Services (JSS) and Brotherhood Saint Lawrence (BSL)) that the individuals gained employment.

## **KEY RESPONSIBILITIES AND DUTIES**

### **1. Teamwork and Accountability**

- Work collaboratively with the Steering Committee to achieve common goals (set goals and objectives to ensure outcomes are met)
- Adhere to the Code of Ethical Behaviour in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices.

### **2. Candidate Recruitment and Support**

- Identify, recommend and recruit disadvantaged jobseekers including refugees and asylum seekers, long term unemployed, jobseekers with a disability, mature aged jobseekers, and parents with young children seeking work
- Liaise and network with JVEN Agencies and Community Steering Committee to recruit jobseekers, conducting information sessions/presentations and responding to queries as required

### **3. Stakeholder engagement**

- Build and maintain professional relationships with JVEN Agencies for current needs and for future partnerships and potential projects.
- Where appropriate, work with JVEN Agencies and Community Steering Committee in relation to recruitment processes, marketing material and flyers etc.

### **4. Administration**

- Effectively co-ordinate all documentation for the unemployed to be sent to JVEN Agencies, ensuring they receive comprehensive new starter packs

- Provide input to reports related to placements, jobseekers and referring agency
- Regularly, accurately and promptly update and maintain the employer and jobseeker records and relevant databases/ information systems
- Adhere to confidentiality policies and procedures when carrying out duties.

## **KEY SELECTION CRITERIA**

### **Essential**

- A strong track record of successfully supporting disadvantaged persons
- Good interpersonal and communication skills with a demonstrated ability to build professional relationships with a broad range of internal and external stakeholders, including jobseekers from diverse backgrounds
- Strong organizational and time management skills with demonstrated ability to prioritise and meet deadlines
- Proven ability to work independently and as an effective team member to achieve goals
- Demonstrated competency in the use of record management systems to record information, Microsoft Office including Word, Excel and Outlook programs
- Understanding of and empathy with the values and ideals of AOCAV.

## **MANDATORY EMPLOYMENT CRITERIA**

- Tertiary education qualifications in Human Resources Management, Law or related
- Specific work requirements include work based travel, attendance at a variety of different locations.
- Proof of eligibility to work in Australia is required
- Proficiency in English and Afaan Oromo

For further information, please contact Dr Tarekegn Chimdi on mobile 0415 257 885 or email [ocaustralia@gmail.com](mailto:ocaustralia@gmail.com).

**Note:** Applications close on 15 November 2018 at 5:00pm.