**The Re-Gen Project**

*Skilling Queenslanders for Work*

**Position Description**

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| **JOB TITLE:** | Project Support Worker (English/ESL and Job Skills Trainer) |
| **JOB TYPE:** | Casual |
| **HOURS:** | 6.5 – 13 hrs p/w (1-2 days/week) |
| **AWARD:** | Social, Community, Home Care and Disability Services (SCHADS) |
| **PAY RATE:** | Level 3 |
| **LOCATION:** | Nundah |
| **QUALIFICATIONS:** | Certificate or qualification in Disability/Community Services/Education/ESL or VET Training, or relevant experience. |
| **EXPERIENCE:** | Using person-centred and strength based approaches to working with people from disadvantaged backgrounds and people from culturally and linguistically diverse backgrounds. |
| **SKILLS:** | * Teaching / Training and Facilitating Groups. * Highly developed communication skills. * Working Autonomously and in Team Environment. * Organisational skills. * Planning and Delivering Class-Based Learning Sessions. |
| **ACCOUNTABLE TO:** | SQW Project Supervisor |

**ABOUT COMMUNITY LIVING ASSOCIATION:**

Community Living Association (CLA) manages a range of programs that provide support, create opportunities and promote independence for people with intellectual disability, mental health issues and young people at risk.

**ABOUT THE RE-GEN PROJECT:**

CLA has received funding through the Queensland Government’s Skilling Queenslanders for Work Initiative (SQW) to assist long term unemployed people with an intellectual disability and from Non-English speaking backgrounds to find employment.

The Re-Gen Project is a 20-week traineeship in Conservation and Land Management and is based at the Hendra Pony Club where fifteen trainees will assist the club’s efforts to regenerate the land on the banks of Pound Drain by reducing concentrations of weed species; and to keep the grounds safe and well maintained by mowing, whipper snipping, pruning and rubbish removal.

Trainees will also participate in:

* Certificate I Conservation and Land Management
* First Aid Certificate
* Job preparation and job search activities
* Work Health and Safety Training
* Team building activities
* Industry excursions

**ABOUT THE ROLE**

The Project Support Worker (ESL and Job Skills Trainer) role is responsible for working with the group of trainees to deliver appropriate training and support around furthering English Language skills, as well as job skills training – writing resumes, cover letters and applying for local jobs. The trainees are a mixture of people from refugee and asylum seeker backgrounds and people from the local community who may have an intellectual disability and/or mental health issues.

The project is divided into two halves. The first ten weeks, this role will work solely with the refugee/asylum seeker group, working on English Language support, cultural adjustment to living and working in Australia and job skills training. This can include class-based training, as well as excursions to relevant sites in Brisbane, such as Brisbane City Libraries and other relevant services. The second half of the project will be to work with the whole group together, focussing more on the job skills training to support people to find paid employment towards the end of the project.

Therefore the role is 1-2 days/week, depending on stage of the project.

The successful applicant will be responsible for planning, designing and delivering the training sessions, in consultation with Project Supervisor and other staff members.

**DUTIES AND RESPONSIBILITIES:**

Assist in aspects of the delivery of The Re-Gen Project as directed by the Project Supervisor for the smooth running of the project, which will include but is not limited to:

* Running class-room activities related to skills development, resume building, general job searching, ESL classes and other topics as needed by the group
* One-on-one or group support of participants as required in the training space
* Record keeping of activities undertaken and outcomes
* Maintaining and organising the workspace and equipment
* Training and support planning
* Timekeeping and timesheets
* Communication with the Re-Gen team regarding all aspects relating to the safe delivery of the project and the achievement of the project outcomes
* Modelling of a workplace culture that is respectful and inclusive of all participants
* Other duties relevant to the support of trainees and success of the project as per direction from staff supervisor
* Bring forward ideas of improvement of project to staff supervisor and team

**SELECTION CRITERIA**

SC1 Experience or qualification in teaching, training, community development, capacity building, or similar

SC2 Experience in working with people from disadvantaged backgrounds

SC3 Experience of being a team player but also working autonomously on project goals

SC4 Experience in training on the job

**DESIRABLE**

SC5 Experience / Interest in Horticulture / Conservation and Land Management