

## HOW TO APPLY

1. **Covering Letter** (Maximum 1 pages)

Provide a covering letter outlining why you're interested in working for VPG and a general statement addressing the requirements.

2. **Resume** (Maximum 4 pages)

Provide a Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional development (any other courses you have completed or are currently enrolled in)
- 2 Professional References from Line Managers/Direct Supervisors that you've worked within the past 5 years.

3. **Supporting Documentation**

Provide supporting documentation which includes:

- Qualifications

4. **Submit Application**

Submit your application as a PDF comprising of:

- Covering Letter indicating why you're interested in a career with VPG
- Resume
- Supporting Documentation

**Submit To:** Angela Wienert  
Executive Assistant  
Vocational Partnerships Group Inc  
Email: [angela@vpginc.com.au](mailto:angela@vpginc.com.au)

## YOUTH DEVELOPMENT COACH

<b>Base Location:</b>	Cairns Office x 2 Positions Innisfail x 1 Position	<b>Reports To:</b>	Operations Manager Innisfail Coordinator
<b>Region:</b>	Cairns ESA	<b>Industrial Instrument:</b>	VPG Collective Agreement

### About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With 5 Centres in Cairns, Yarrabah, Innisfail, Atherton & Mareeba, we have assisted thousands of young people. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. [www.vpginc.com.au](http://www.vpginc.com.au)

### About our thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good.

By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.

### About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is **compassionate, generous, inclusive, responsible** and **fun** and we expect you to demonstrate these behaviours throughout your career with us.

### About the position

You will work within a dynamic Cairns team delivering youth transition services to young people; through our four-phase model you will implement solutions that assist young people to achieve education and/or employment:

- Identify strengths and talents, explore career paths, develop goals and aspirations and make plans for their achievement.
- Build the personal, social and practical employability skills necessary to achieve goals and aspirations.
- Build experience of the world of work through opportunities that are matched to aspirations.
- Transition into employment or education and ensure outcomes are sustained through ongoing support.

### Key Responsibilities – Service Delivery

- Act as a participant focused, values based team member and work collaboratively with staff within our Advantage Thinking approach.
- Undertake assertive outreach activities to identify and engage young people.
- Implement solutions within the four-phase model of practice including individual assessments and support, group work/education, advocacy, brokerage and referral.
- Coach young people through the identification and achievement of goals.
- Prepare and deliver innovative group workshops and training programs to develop young people's interpersonal and employability skills.
- Maintain a participant load, including plans, notes, appointments, placements and other administrative tasks ensuring quality, efficiency and effectiveness in the management of data.

- Transport participants to assigned appointments, services, learning programs and activities.
- Assist to arrange industry visits, guest speakers, work experience placements and experiential learning in relation to client job/career plans and learning programs.
- Provide quality information relevant to young people's needs and career goals.
- Contribute to the design and development of resource materials for use in the delivery of the program.
- Maintain confidentiality and privacy in all matters relating to staff, participants and procedures.
- Assist in the preparation and presentation of applications, reports, submissions and recommendations as directed

## **Key Responsibilities – Integrity & Productivity**

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Comply with all VPG policies and procedures.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that your manager reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their Manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

## **About you**

### **Qualifications**

- A tertiary qualification in a related field.

### **Mandatory Requirements**

- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration)
- Strong computer competency across Microsoft applications and ability to touch type.

### **Desirable Skills and Experience**

- A high level of cultural awareness.
- Well-developed communication, problem solving and interpersonal skills.
- Experience in working with young people using a positive and proactive approach.
- Experience/skills in facilitating group work/training.
- Exposure/experience in case management (collaborative practice)
- Strong reflective practice skills.

### **Strongly Encouraged**

- Aboriginal and Torres Strait Islander Applicants are strongly encouraged to apply.