



## POSITION DESCRIPTION

### Reconnect Coordinator

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<b>Position Title:</b>	Reconnect Coordinator
<b>Award/Agreement:</b>	NHACE Agreement 2016
<b>Level:</b>	ACE Employees Level 5 Year 3
<b>Reports to:</b>	Centre Manager
<b>Organisation:</b>	Mountain District Women's Cooperative Ltd, trading as Mountain District Learning Centre.
<b>Location:</b>	13-15 The Avenue, Ferntree Gully
<b>Conditions:</b>	This is a casual position funded by the Reconnect Grant under the terms and conditions set out in the NHACE Workplace agreement 2010.
<b>Position Context:</b>	<u>Vision of MDLC:</u> Connecting and Strengthening Community in the Mountain District.

Mission Statement: Mountain District Learning Centre (MDLC), is a Learning and Community Centre, whose purpose is to enhance the lives of people in the Mountain District. It does this by providing education in a supportive environment, and by building stronger communities

#### **Position Summary:**

Mountain District Learning Centre has been funded to deliver the Reconnect program in Knox and parts of the Yarra Ranges.

The aim of the Reconnect Program is to assist young people to reconnect with education or employment who have left school and not been in training or full-time employment and without a year 12 qualification. In certain circumstances the program may also support young people who have completed year 12, who are over 20 years of age and who are considered to be long term unemployed as per Reconnect guidelines.



## **Key Responsibilities:**

### **Engagement with young people**

- Promote the Reconnect program widely to youth focussed organisations within the catchment areas.
- Create opportunities for linking with young people and those who are supporting them.
- Identify young people who meet the criteria for the Reconnect Program and put measures in place to connect them with education options.
- Support case management and monitor progress in consultation with the Reconnect Youth Worker
- Initiate creative solutions to address disengagement using all available local options.

### **Student intake and support**

- Develop individual student learning and development plans in compliance with requirements.
- Monitor student learning plans and ensure any adjustments are accommodated and recorded appropriately.
- When enrolment at MDLC is appropriate, support the Coordinators with student intake procedures for students eligible for the Reconnect Program.
- Monitor student attendance and liaise with coordinator and youth worker in addressing continuing disengagement in individual students.

### **Career and pathway planning**

- Provide course and career information to students.
- Source appropriate resources on career, education and employment pathways.
- Identify opportunities for delivering pre-accredited programs that will assist the young people to pathway to further education options.

### **Work placements**

- Assist in arranging student work placements or engagements as appropriate.

### **Reporting**

- Complete reporting requirements in accordance with contractual obligations in consultation with the Centre Manager.

### **Support MDLC staff and processes**

- Maintain positive and professional relationships with colleagues, young people and families.
- Work closely with the MDLC Youth Worker and Program Coordinators.



- Liaise with the MDLC student records officer to update student records to reflect student movements and amendments to course enrolments.
- Comply with MDLC policies and procedures.
- Attend staff meetings as required.

### **Relationships and partnerships**

- Work collaboratively with partner agency Healesville Living and Learning Centre and foster positive relationships with other potential collaborative partners.
- Represent MDLC at forums or meetings relating to Reconnect as required.
- Liaise with parents/guardians and support workers as appropriate.
- Work with the Secondary Education Coordinator in fostering positive relationships with local schools.

### **Networking**

- Promote the Reconnect Program to Local Council Youth Services teams, Youth Services Agencies, Job Actives, Youth Service Agencies and other Interested Groups
- Promote and advocate for MDLC youth programs and courses as appropriate and as required.
- Liaise with representatives of the Knox Learning Alliance, OELLEN and other established partner organisations.

### **Key Selection Criteria:**

- Have a comprehensive understanding of the nature of students who have experienced disengagement from education, training and/or employment.
- Have an affinity for working with young people.
- Have knowledge of the Vocational Education and Training sector and career planning strategies.
- (TAE 40101 Certificate IV in Training and Assessment or a qualification in Career Development would be an advantage).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_