



## Preston Neighbourhood House Inc. trading as the Bridge

### Position Description for Support Worker - Tiered Transition Training Program (TTT)

Position	Support Worker -Tiered Transition Training Program (TTT)
Reports to	Community Development Manager – ‘the Bridge’
Hours	18 hours per week over 26 weeks (excluding school holidays)
Award	Neighbourhood House and Adult Community Education Collective Agreement 2010
Salary	\$25 per hour (above Award) Full Salary Packaging of \$15900 per annum available
Supervises	Students of TTT
Position Commences	8 <sup>th</sup> February 2018 – 24 <sup>th</sup> August 2018

### Organisation Overview

‘the Bridge’ is a vibrant, not for profit community organisation based in the Darebin LGA. We value community ownership and management and provide our services free from discrimination. We are a registered charity and Public Benevolent Institution. Mission

the Bridge will assist community to increase independence, overcome disadvantage and social exclusion and break the cycle of poverty by skill development, education, social interaction and support services.

### Activities

The organisation has 5 main areas of activity across multiple sites.

1. ‘Education – the Bridge offers a range of pre-accredited training, employment programs, skills based programs, health and wellbeing programs

2. Children's Services - the Bridge offers 3 year Old Kinder and Occasional Care for up to 30 children per session. In addition we run contracted childcare for Melbourne AMEP
3. Community Programs - the Bridge offers community engagement through social programs, volunteer led groups, a food program, interest groups, volunteer opportunities and community meeting space.
4. Venue Hire – We have numerous spaces across four different sites. These are available for meetings, private functions, ongoing business hire and workshops.
5. Moon Rabbit – Social enterprise café. The café operates as a profitable arm of the Bridge business to generate funds towards unfunded community and training programs. In addition, the café serves as a training café, providing work placement for Bridge students both with and without a disability.

## The TTT Program

Tiered Transition Training Program is a pilot program that will provide pre- employment training/work readiness skills for young adults with additional learning needs. Delivery of the program will be via, classroom activities, group work and hands-on learning in the Moon Rabbit Social Enterprise café at the Bridge. The program also includes work placement in external organisations and finally, transition to employment or TAFE programs.

The program is designed to address the challenges for learners with additional needs to undertake practical training that will lead to employment or supported pathways to Melbourne Polytechnic. While the training aspect is very important, there is a strong emphasis on supporting participants through the key transition stages.

## Key Responsibilities

As the TTT Support Worker you will play a pivotal role in the successful delivery of the TTT program. You will support the TTT Trainer to deliver a program that prepares and supports

participants to become work ready while also developing their ability to identify and manage critical stages of transition

## Required Skills

Demonstrated ability to

- Work in an educational support role, to assist the Trainer to deliver content that reflects participant's needs and prepares them appropriately for future employment and associated challenges.
- Develop quality relationships with participants to engage them in learning and assist them to develop strategies to manage transition stages
- Support the trainer and other members of the TTT team at 'the Bridge' to provide an inclusive and stimulating learning environment that encourages independent learning.
- Using the principles of Adult Learning and Student Centred Learning, support participants to see themselves as learners and to gain the confidence to make decisions about their own futures.
- Support participants to identify their existing skills and skill gaps and develop their plans accordingly.
- Develop and grow good relationships with key stakeholders, including support agencies, employers, local council and the general community
- Completion of class attendance records and students reports

## Personal Attributes

### Ability to

- Assist in the development of positive group dynamics with learners
- Be aware of and responsive to the learning needs of individual learners and the group
- Think laterally to address the diverse needs of students
- Understand delivery of pre accredited programs to learners with additional learning needs
- Work as a member of a team to gain positive outcomes for learners
- Show sensitivity and understanding in working with people with a disability or additional learning needs
- Communicate clearly and precisely with a great hunger and drive to support participants to enjoy learning and focus on future goals
- Only applications including a current resume and comprehensive cover letter addressing all the points outlined in the Key Responsibilities, Personal Attributes and Required Skills will be considered. Forward to [community@bridge.org.au](mailto:community@bridge.org.au)

Successful applicant must provide a current National Police Check and Working with Children Check.

**Applications Close 8 am Monday 18<sup>th</sup> December**

**Interviews will be held on Wednesday 20<sup>th</sup> & Thursday 21<sup>st</sup> December 2017  
at 'the Bridge' 218 High street, Preston.**