

What is Community Jobs Plan?

A Community Jobs (CJP) is a component of the State Government's "Breaking the Unemployment Cycle" initiative and is funded by the State Government. The CJP can provide full time employment, for three months, to long-term unemployed people and those at risk of long term unemployment, on a range of community and environmental projects. The aim of the CJP is to provide participants with skills and experience so that they are able to secure ongoing employment.

Who is eligible to participate in the Business Administration CJP?

Queensland residents aged over 15, who are long-term unemployed (12 months or more), or at risk of long-term unemployment, are eligible for employment in a Community Jobs Plan - Work Placements project.

The focus group for this project is, migrants and refugees from non-English speaking backgrounds

People who have been referred by Centrelink to Disability Employment Service or a Job Network member for Intensive Support (IS), or Intensive Assistance customized assistance (ISca) are able to be employed on projects funded under the Community Jobs Plan - Work Placements.

What will the CJP participant be doing?

The primary aims of the project are to provide on-the-job experience to unemployed individuals who reside within the Logan District.

Participants will be assigned to work in 10 host organisations to learn reception and administration tasks four days a week. The fifth day will involve the participant undertaking job search and training activities. There will be other related duties assigned to them by these organisations and these will be closely monitored by ACCES Services. Participants will be undertaking Basic administration duties, providing office support, basic computer tasks and assisting with basic project tasks

The host organisations are all newly-established or small community organisations based in and around Logan. This project will provide these community organisations with additional skills from the participants, and the participants will acquire new skills during their placement through the activities that the organisations run and manage.

Both accredited and non accredited training will be provided during the life of the project with a focus on workplace assessments.

Participants will study selected units from a Certificate III in Business Administration.

About your Employer

ACCES Services Inc. is a community-based non-profit organisation which has been delivering a range of training, employment, settlement and welfare related programs. We have delivered these services within the Logan region, neighbouring suburbs in Brisbane, Beenleigh, Ipswich and the Gold Coast regions for 20 years. These services and programs often target the long-term unemployed and those seriously disadvantaged and marginalised in the community. Its mission statement, ACCES Services Inc helps to create a community where people share skills and resources to develop a sense of responsibility for themselves and each other; a community that encourages and educates, and has the courage to shape its own future.

What skills and/or Knowledge do I need to possess to be considered for the CJP project?

- Enthusiasm to work in a community environment
- A genuine interest in acquiring practical Business Administration skills.
- Ability to work as a member of a team
- Able to take instructions
- The ability to understand and take directions from others
- The capacity and ability to work and learn in a safe manner in this particular work environment
- Ability to plan, organise and prioritise work load
- Ability to work within workplace rules and guidelines
- Ability to participate in accredited training related to this project

What training outcomes will the CJP participant receive?

CJP Graduates will receive a Certificate of Completion from the State Government as well as a statement of attainment for units completed in a certificate III in Business Administration.

Participants are expected to move into employment or training outcomes at the end of the project, using this program as work experience, and an opportunity to earn a training wage award whilst acquiring work skills – in an organisational work environment.

Other training will include

- Building knowledge of the Social and Work Environment
- Training and application of Workplace Health and Safety
- Working as a team on problem Solving and Planning Strategies
- And engage in job Search & Career Planning

What amount of money will a CJP participant receive?

Wages rates for CJP participants are based on the rates provided in the training Wage Award – State and the type of work being performed as part of the project. The skills level for this project is a SKILL LEVEL B. The Job Network Agency will provide you with the base rate according to the skill level B base rates. In addition to this a CJP participant will receive a 25% loading of the base hourly rate, in the basis that they are not entitled to be paid for annual leave, sick leave, public holidays not worked by the participant, or any other allowances e.g. construction site, travel, disability, etc.

What happens to the Centrelink Benefits currently received by CJP participants?

This will vary depending on the CJP participant's individual circumstances. It is advisable that the CJP applicants contact their local Centrelink office to determine the effect of CJP on their Centrelink benefits.

Is there a probation period for the CJP Participant?

CJP Participant's performance will be assessed at 4 weeks, At any time during the first 4 weeks either the participant or ACCES Services INC can end the CJP Agreement.

Is the CJP participant covered in the case of work injury?

You will be covered by ACCES Services INC Workers' compensation Work cover Policy.

I have completed a CJP – Can I do another one? No.

How many positions will be available? 10

What is the duration of the Project? 15 weeks

The CJP participant is a fixed term position for the life of the project.

Where is the project located? ACCES Services INC, 4/2 Carmody St, Woodridge.

What are my hours of work as a CJP participant? 38 hours per week

How do I apply?:

Email or Send your resume to accessinc@accessservicesinc.org.au, PO Box 10, Woodridge QLD 4114 by **5pm Friday 16th February** Fax: 07 3208 9319.