

**JOB PLACEMENT AND POST PLACEMENT SUPPORT**

**FACT SHEET**

TITEB delivers the CDP Community Development Program on behalf of the Federal Government, this entails employment services and activity services to the the Tiwi Islands. Supporting local people to find and keep jobs is our main business. Placement services support is close and ongoing contact with employers and jobseekers to maximise the likihood of a successful placement that produces a valued employee.

**Lodging Vacancies**

When you lodge a vacancy with our Employment Offices, we make your recruitment needs a priority:

 We screen the jobseekers we’ve been working with to develop their work skills and prepare them for interview.

They are supported to prepare for the interview and if successful will receive start work support ie; shoes, PPE, alarm clocks, transport planning, expectation mentoring

Any performance or attendance issues can be sorted with the help of their caseworker

Once a job seeker starts in a job placement we check on them regularly as well as their employer to make sure the placement is a success

**What is Post Placement Support?**

* Supporting work entry requirements, mentoring, communication
* Access to relevant training that will complement the workers skills
* Incentives available to employers who hire Indigenous Australians
* Gathering evidence such as contracts, timesheets and payslips as documentary evidence

**Who does Post Placement Support?**

A TITEB Placement staff will make contact with both the jobseeker and the employer weekly. Where appropriate and planned the Placement Officer will come out to meet face to face to support work placements.

**What will be required by Employers?**

In order to meeting our contractual requirements, we need documentary evidence that the placement is real and that the jobseeker is still employed at 13 weeks and 26 weeks in order to trigger an outcome. We can provide a consent form from the job seeker giving us permission to check on their progress. This enables us to support and encourage the jobseeker to succeed in their placement.

**What ‘s in it for employers?**

A genuine commitment to building your local workforce through good Post Placement Support. Employers are also eligible for an Employer Incentive payment at 26 weeks for the amount of **$10 000.00** for ongoing full time positions and **$5000.00** for ongoing part time positions.

**Contact Us**

For more information on post placement support, vacancy and recruitment packages please contact our Post Placement Support team on 89415988 or email **vacancies@titeb.com**or go to our webs ite [**www.titeb.com.au**](http://www.titeb.com.au)