

POSITION DESCRIPTION

POSITION TITLE:	Employment Pathways Coordinator		
COMPANY DIVISION:	genU Ability	Unit:	Wyndham
OFFICE LOCATION:	Rosebud/Various		
REPORTS TO:	Team Leader Employment Pathways		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • genU Branches and Divisions including People and Culture, IT, Risk and Corporate Services • People with a disability and their carers/families • National Disability Insurance Agency (NDIA) • Department of Health and Human Services (DHHS) • genU business partners • Industry bodies • Government and non-government agencies • Other community service providers 		
CLASSIFICATION & CONDITIONS:	SCHADS		
STATUS:	Full Time		

THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

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Vision: **To build inclusive communities**

Mission: **Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.**

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

PURPOSES OF THE POSITION

The Employment Pathways Coordinator will oversee a series of activities that can be packaged into 'employment pathways' options which will be funded by the NDIS. These activities may be conducted by the Employment Pathways team as well as other branches across genU and MatchWorks. The activities will include assessing the pre-employment and employment needs of people with disabilities and then preparing them for work, assisting them to achieve employment and supporting them to maintain employment.

Other activities which will support participants to address social issues which may impact on their ability to find and maintain work may be offered. This may include independent living skills, travel training and support to address social barriers.

Responsibilities and duties include;

- Utilise a range of services across genU which will assist people with disabilities to prepare for and achieve open employment. Work with all genU branches and external organisations to identify Participants who have the capacity and would like to achieve open employment.
- Develop an Employment Plan for each of the Participants including a range of activities that can be delivered by genU Branches. External activities may also be included in the plan.
- Support all Participants to ensure they are achieving their Employment Plan and are progressing towards employment. Employment Plans will be updated as required to ensure they are at all times relevant to the participant's needs and capabilities.

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- Coordinate and broker a range of activities for Participants as per their Employment Plan. These activities will include internal and external activities. These activities may include:
 - pre-vocational and functional capacity assessments;
 - transition planning;
 - career counselling;
 - pre-employment training;
 - vocational training;
 - work experience;
 - construction of job search tools, such as a resume and application letters;
 - job search training and assistance and employer engagement;
 - post placement support;
- Liaise with the parent's/carer's of the participant and assist with managing the transition to work.
- Assist the participant's workplace requirements through Job Access, assist with Supported Wage or Workplace Modifications application/s as required.
- Have a current understanding of Australia's workplace rights and declarations, including awards rates and agreements.
- Establish and maintain relationships by liaising with a range of providers and services/support/s which will assist participant's to overcome social and employment barriers.
- Document the outcomes of the participant's that are engaged with in Employment Pathways model and utilise evidence to progress people with a range of disabilities to achieve open employment Report progress and the participant's change of circumstance upon request to NDIS, as stated in the participants NDIS plan.

SUMMARY OF POSITION RESPONSIBILITIES

The position is directly responsible to the Team Leader Employment Pathways or key accountabilities and the achievement of Key Performance Indicators.

KEY RESULT AREAS

- Evidence that Employment Pathways model developed and documented.
- Build and maintain productive relationships with participants, families and stakeholders.
- Ensure participants have an agreed employment plan and are progressing towards employment.
- Implement services where required and document to assist with further navigation to support the participant.
- Assist or refer to support/service where required.
- Build on going relationships with the local labour market.
- Ensuring current legislation is undertaken assist participants.
- Evidence that referrals and intake completed according to GenU policies and procedures.
- Evidence all compliance documents as per GenU policy
- Follow up on incidents and ensure they are effectively reported and managed.
- Maintain up-to-date client data including file notes, assessments, person centred plans, duty statements, rosters and correspondence.
- Adheres to all GenU Policies, Procedures, Work Instructions and legislative requirements.

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

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KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Qualifications:

- Tertiary qualification in disability, community services, employment services or a related field

Essential:

- Strong commitment to inclusion of people with disabilities within the community
- Excellent communication skills and the demonstrated ability to engage a wide range of stakeholders
- Strong time management skills and a flexible attitude to post responsibilities.
- Self-motivated and able to work independently with minimal supervision;
- Excellent computer skills including familiarity with MS applications – word, outlook, excel and databases;
- Proven ability to prepare and present written and verbal reports;
- Be flexible, highly motivated, possess emotional intelligence, maturity and willingness to subscribe to the GenU mission and values;
- Maintenance of a current first aid certificate and other mandatory training according to GenU policy.
- Satisfactory completion of Police Check/s
- Working with Children Check required if working with children or requirement of role
- Current Drivers Licence and own vehicle
- DWES check

Desirable:

- Previous experience working in disability or a similar field
- Previous experience working within the employment sector
- Experience working with people from culturally and linguistically diverse backgrounds
- Experience working within the NDIS and/or DHHS environment
- Experience dealing with challenging behaviors

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending		✓	
Computer based tasks	✓		
Driving		✓	
Kneeling			✓
Lifting			✓
Sitting	✓		
Standing		✓	
Walking		✓	