



GOOD SAMARITAN INDUSTRIES

DUTY STATEMENT

Division: Employment Services

Section: Options Employment

Position: Employment Co-ordinator
(Search)

Responsible to: Site Coordinator

Award: Good Samaritan Industries Union Collective Workplace Agreement 2007

Objective: Assist job seekers registered with the agency to locate and secure suitable jobs and promote the services provided by the agency to potential employers.

Specific Duties

1. Administration

- 1.1 Maintains data on existing and potential employers.
- 1.2 Maintains required records on job search activities and outcomes.
- 1.3 Collects and documents evidence to support DPI funding reports
- 1.4 Completes DPI report within four weeks of Job Seeker registering with agency.
- 1.5 Provides feedback to the Outlet Manager/ Site Co-ordinator on the status of job seekers.

2. Job Search

- 2.1 Ascertains the skills, abilities and interests of job seekers.
- 2.2 Prepares resumes for job seekers.
- 2.3 Advises job seekers on activities that enhance the development of work related skills.
- 2.4 Ensures current job seeker details are maintained.
- 2.5 Maintains appropriate contact with job seekers' support network.
- 2.6 Liaises with the Outlet Manager/ Site Co-ordinator with regard to the timing and support for job starts.
- 2.7 Locates and secures suitable jobs for job seekers.
- 2.8 Provides information about each job start to the job support team.
- 2.9 Participates in Career Reviews as required.
- 2.10 Maintains awareness of current labour market trends.
- 2.11 Maintains awareness of labour market programs.
- 2.12 Develops and maintains relevant business networks.
- 2.13 Maintains appropriate contact with potential and existing employers.
- 2.14 Develops and maintains relationships with relevant organisations.

3. General

- 3.1 Ensures that appropriate action is taken following any reported grievances.
- 3.2 Assists in job support activities as required.
- 3.3 Participates in meetings and functions as required.
- 3.4 Participates in research activities as required.
- 3.5 Participates in staff training and consultancies as required.
- 3.6 Promotes the agency and advocates for people with disabilities.
- 3.7 Stores information in the designated place and maintains confidentiality.
- 3.8 Work hours and at locations as directed by the Site Coordinator, as agency or client needs demand
- 3.9 Ensure safe work practices are maintained and comply with Section 20 of the OSH Act
- 3.10 Adhere to company policies and procedures, values and Charter
- 3.11 Performs any other job-related duties as directed

Selection Criteria

Knowledge, Experience and Qualifications

- Experience supporting and training people with disabilities, preferably in an employment setting (*highly desirable*)
- Knowledge and experience –or relevant related skills and ability – in obtaining and maintaining employment opportunities for people with disabilities (*highly desirable*)
- Current clean “C” or “C-A” class motor driver’s licence (*essential*)
- Good standard of functional computer literacy (*essential*)
- Formal qualifications in community services, human services or psychology (*desirable*)

Skills and Abilities

- Demonstrated skills in – or related relevant skills - in marketing within human services (*highly desirable*)
- Demonstrated contemporary training techniques, analytical and problem solving skills (*essential*)
- Ability to work independently, within a team framework (*essential*)
- High level of communication skills, both written and oral (*essential*)

Personal Attributes

- A sound values base, empathy with and positive contemporary attitude to and understanding of the needs of people with disabilities (*essential*)
- A flexible attitude, willingness and capacity to adapt to changing work situations and service provision demands (*essential*)
- Committed team player, willingness to share experiences and divisional focus on broad service goals, having regard at the same time for individual client needs (*essential*)
- High degree of responsibility and accountability commensurate with working independently under general supervision (*essential*)