



GOOD SAMARITAN INDUSTRIES

DUTY STATEMENT

Division: Employment Services **Section:** Options Employment

Position: Employment Co-ordinator (Support) **Responsible to:** Site Coordinator

Award: Good Samaritan Industries Union Collective Workplace Agreement 2007

Objective: Supports workers registered with the agency to establish and maintain careers in open employment.

Specific Duties

1. Administration

- 1.1 Prepares and maintains required records on job support activities and outcomes.
- 1.2 Collects and documents evidence to support DMI reports
- 1.3 Completes DMI report after worker has undertaken paid employment for at least 26 weeks.
- 1.4 Provides feedback to the Outlet Manager/ Site Co-ordinator on the status of workers on caseload.
- 1.5 Maintains daily contact with the office.

2. Job Support

- 2.1 Establishes and maintains partnerships with employers, workers and their support network.
- 2.2 Ensures all practical logistics related to job starts are planned and carried out.
- 2.3 Observes, evaluates and defines worker's duties prior to job commencement and as the job progresses.
- 2.4 Trains workers to independently use appropriate transport to and from work.
- 2.5 Ensures workers are oriented to the job, workplace and local environment.
- 2.6 Identifies issues affecting worker motivation, both on and off the work site, and deals with these appropriately.
- 2.7 Ensures workers are instructed to perform duties and work routines to industry standard.
- 2.8 Seeks objective feedback, and monitors each worker's progress.
- 2.9 Identifies worker's needs and implements appropriate training strategies.
- 2.10 Implements self management techniques to facilitate workers' progress towards independent work performance and promotes the use of Co-worker Training as a support strategy.
- 2.11 Plans and implements appropriate withdrawal of support from work sites.
- 2.12 Maintains contact with allocated workers, employers and support network.
- 2.13 Assists workers in developing career paths.
- 2.14 Ensures all separations are made as smoothly as possible for the worker, employer and support network.

- 2.15 Participates in career reviews as required.
- 2.16 Follows up with employers for repeat business opportunities.

3. General

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