

Employment Consultant



Position Description

Responsible To:	Manager - Employment Services
Division:	Employment Services
Location:	Narre Warren / Moorabbin
Status:	Ongoing
Working Days and Hours:	Monday to Friday - 76.0 hours per fortnight
Award:	Access Australia Group Limited Enterprise Agreement
Classification:	Class 3A Band 1 to Band 7 commensurate with skills, experience and qualifications (\$54,650 to \$64,500, plus superannuation and leave loading) <i>All applicants are encouraged to obtain their own independent financial advice.</i>

Organisation Overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group (AAG) has grown to what is today a large and diverse not-for-profit, community-based organisation. AAG is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. AAG operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including PepperGreen Farm and PepperGreen Farm Catering**
- **Social Inclusion including Access Creative Studios**
- **Corporate Services.**

Board of Directors

A board of voluntary directors governs AAG. Each member of the Board of Directors (Board) contributes a particular expertise to AAG in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

Mission

To enable people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

Values

- **Quality Service and Best Practice**
We work with passion and commitment to continuously improve our performance.

- **Diversity**
We value and support diversity, believing that every person has a right to be involved in their community
- **Accountability**
We empower individuals to take responsibility for their actions
- **Innovation**
We embrace a dynamic, creative and flexible environment
- **Collaboration**
We seek value through internal and external partnerships

Division Information

Access Australia Groups employment services goal is to match the right jobseeker with the right employer through a range of employment programs. The free comprehensive model of support and activities are designed to create positive work outcomes, supporting jobseekers and employers to achieve goals and positive outcomes.

Responsibilities and duties:

Major Function and Purpose

Working in a service delivery model that is underpinned by job seeker activity and employer engagement, Employment Consultants will:

- Assess the needs of disadvantaged job seekers and assist them to gain sustainable employment by preparing and implementing individualised plans and providing employment skills, training, placement and support services.
- Build and maintain relationships with employers in order to obtain ongoing employment opportunities for job seekers.
- Work across multiple locations and in all phases of service delivery.

Main Function

Provide quality job placement services to job seekers and employers

- Implement AAG's Service Delivery Model and Employer Engagement Model.
- Manage job seeker caseload including undertaking initial assessment and developing individually tailored and goal focused Employment Pathway Plans for each participant.
- Assist job seekers to build capacity through building skills and confidence and addressing barriers to employment.
- Refer job seekers to activities, short courses, work experience and volunteer work.
- Find suitable ongoing employment for job seekers through reverse marketing and referral to vacancies and provide ongoing support.
- Facilitate wage subsidies, workplace assessments and modifications as required.

Administration, organisational and compliance requirements

- Record all job seeker contacts on Department Social Services Employment IT system and internal data base in a timely manner.
- Accurate and timely entering of vacancies and anchors with appropriate documentary evidence.
- Networking and attendance at local community organisation and provider events.
- Attendance and participation in employer/industry groups.

Best Practice

- Work as an effective member of a team.
- Become familiar with and abide by all Access Australia Group policies and procedures including compliance with Access Australia Group's quality assurance policies, systems, procedures and work instructions.
- Ensure that Occupational Health and Safety guidelines are observed, implemented and improved.
- Comply with all relevant legislation and/or by-laws that relate to our activities.

Health and Safety in the Workplace

Staff employed by AAG are expected to participate in Occupational Health and Safety (OHS) by:

- Adhering to AAG's policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the OHS Act 2004.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

Disability Worker Exclusion Scheme Check

As per the *Disability Act 2006*, staff of AAG are required to partake in a screening check against a Disability Worker Exclusion List which is operated by the Department of Health and Human Services before commencing employment. This check is designed to protect the safety and wellbeing of clients living with a disability and to exclude people who pose a threat from working in the disability service. Staff will have their status checked via submission of consent form to AAG along with proof of identity documents including a current photo identification.

Working with Children Check (WWCC)

Under the *Child Wellbeing and Safety Act 2005*, AAG is mandated by the Department of Health and Human Services to be compliant with the child safe standards that:

- Promotes the safety of children
- Prevents child abuse
- Ensures effective processes are in place to respond to and report allegations of child abuse
- Encourages children to "have a say", especially on issues that are important to them or about decisions that affect their lives.

An element of these standards is safety screening and therefore all AAG staff are required to hold an employee Victorian Working with Children Check card or a current Victorian Institute of Teaching (VIT) registration card.

Police Check

All AAG staff are required to undertake a police check prior to commencing employment.

Probationary Period

The probationary period for staff employed by AAG is six months. During this time, AAG or the employee can terminate employment for any reason. The purpose of this probationary period is for both parties to decide whether the employee is suitable for the position and/or the organisation.

Equal Opportunity

AAG is committed to providing an environment that is free of discrimination. All staff are entitled to access employment, promotion, training, transfers, and benefits based on merit and will be assessed on the basis of their skills, qualifications, abilities, prior work performance and aptitudes.

Inclusion

Access Australia Group strongly encourages Aboriginal, Culturally Diverse community members and people with disability to apply for this position.

Signatures

Staff Member Name	
Staff Member Signature	
Date	
Chief Executive Officer	Liz March
Chief Executive Officer Signature	
Date	

Key Selection Criteria

Essential

- At least two years' experience in Employment Services or a related Service industry.
- Proven aptitude for strong employer engagement including reverse marketing job seekers.
- Ability to think creatively to secure the best job opportunities for each participant and the ability to achieve or exceed targets.
- Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills.
- A genuine, demonstrated commitment to working with disadvantaged people including the ability to motivate and support people that may have barriers.
- High level administration skills and a sound knowledge of Microsoft Office
- A current Driver Licence
- Ability to demonstrate Access Australia Groups values.

Desirable

- A relevant tertiary qualification.
- Awareness of or willingness to become familiar with the Disability Act 2006, National Standards for Disability Services, Disability Discrimination Act and Equal Employment Opportunity legislation.

Applicants must address the key selection criteria in their application.

Application Submission

Address applications to: <i>Human Resources Access Australia Group PO Box 276 Bendigo VIC 3552</i>	Or deliver in person to: <i>18-20 St Andrews Avenue Bendigo VIC 3550 Or via email to: recruitment@aag.org.au</i>
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Applicants may visit the AAG web site at: www.aag.org.au

Access Australia Group operates under an Equal Opportunity Policy and Occupational Health and Safety Policy and in accordance with current legislation. We encourage people from different backgrounds to apply for positions within our business, including Aboriginal and Torres Strait Islander peoples, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities.