

# EMPLOYMENT CONSULTANT - TRANSITION TO WORK

## Position Description

Responsible To:	Team Leader - Transition to Work
Division:	Employment Services
Location:	Head Office, 18 - 20 St Andrews Avenue Bendigo
Status:	Twelve months fixed term
Working Days:	Monday to Friday
Working Hours:	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 \$64,515 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, PepperGreen Farm Catering and Access Employment Enterprises
- 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.

## Vision

Employment for people living with disability or disadvantage.

## Purpose

Provide meaningful participation, training and employment opportunities for people living with disability or disadvantage.

## The Values that inform our behaviours:

Inclusive	Integrity	Respect
<ul style="list-style-type: none"><li>• Non-discriminatory</li><li>• Ability focussed</li><li>• Fair</li><li>• Open minded</li></ul>	<ul style="list-style-type: none"><li>• Accountable</li><li>• Honest</li><li>• Transparent</li><li>• Doing what we say</li><li>• Relevant</li></ul>	<ul style="list-style-type: none"><li>• Good at listening</li><li>• Supportive</li><li>• Compassionate</li><li>• Dignified</li><li>• Inspiring</li></ul>

## The Foundations that underpin our work

- Client Focus
- Financial Sustainability
- Innovation and response to change
- Partnerships and collaboration
- Quality, safety and compliance

## Strategic Environment

By 2025, AAG will achieve:

1. 30% of our clients are in open employment and 70% are on a pathway towards open employment
2. Our clients are accepted and included across their communities
3. Access Australia Group is a
  - Provider of Choice
  - Employer of Choice
  - Partner of Choice
4. Our products and services are replicable across Australia

We will achieve this by focusing on the following four strategic areas:

- Client Journey and Pathways
- Culture and Competency
- Leadership and Influence
- Planning and Evidence

## Division Information

### Employment Services

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 their goals.

## **Responsibilities and duties:**

### **Major Purpose**

Working within a framework that is supported by group training, one-on-one case management and employer engagement, the Transition to Work Employment Consultant will provide intensive, pre-employment support to improve a young person's readiness for work and to help them into work (apprenticeships or traineeships) or education. The service will have a strong focus on helping young people to understand what is expected in the workplace and to develop the skills, attitudes and behaviours expected by Employers.

### **Main Function**

- Provide quality job placement services to job seekers and employers.
- Develop and review job plans regularly to ensure that activities are included.
- Monitor the young person's progress against the job plan.
- Organise and conduct activities for young people ie. team building exercises.
- Deliver programs to support the young person's transition ie. resumé preparation, interview coaching.
- Ensure group activities meet the needs of the young person.
- Continue to support the young person and employer after placement.
- Coordinate work experience, internship activities and career assistance.
- Complete all administrative, organisational and compliance requirements.
- Record all job seeker contacts efficiently utilising the relevant databases.
- Accurate and timely entering of job placements with appropriate documentation.
- Work as an effective member of a team.
- Other tasks as required.
- Actively contribute to the development of a culture consistent with the values of AAG.
- Be proactive in risk identification, notification and management.
- Contribute to continuous quality and service delivery improvement through the organisation.

## **Health and Safety in the Workplace**

Staff employed by AAG are expected to participate in Workplace Health and Safety (WHS) by:

- Adhering to AAG's policies and procedures in relation to WHS.
- Taking reasonable care to ensure that your own health and safety, along with that of others, abide by the Occupational Health and Safety Act 2004.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Immediately reporting any injuries, hazards or illnesses where practical.
- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment.

## **National Disability Insurance Scheme (NDIS) Worker Screening Check**

The National Disability Insurance Scheme Worker Screening Check (NDIS Check) is an Australian-wide safety check and is an assessment of whether a person who works, or seeks to work, with people with disability poses a risk to them. The assessment determines whether a person is cleared or excluded from working in certain roles with people with disability. Victoria has a "no clearance, no start" approach to the NDIS Check.

Workers are required to complete the NDIS Check before commencing employment and must nominate AAG as the employer.

## 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. If an employee can produce evidence of a police check that is not more than three months old, they will not be required to undertake another check.

## NDIS Worker Orientation Module

All AAG staff are required to complete the NDIS Worker Orientation Module ‘Quality, Safety and You’. This will assist workers to better support people with disability and it will help workers understand:

- What the NDIS is and why we need it
- The role of the NDIS Quality and Safeguards Commission
- The worker’s responsibilities under the NDIS Code of Conduct
- The worker’s role in supporting people with disability to achieve the vision of the NDIS.

## 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 is committed to equitable treatment and the elimination of discrimination through mutual respect. AAG is an inclusive and culturally diverse workplace who treat all with dignity and fairness by empowering access to opportunity, addressing structural inequalities and tackling unconscious bias.

## Key Selection Criteria

### Essential

1. An understanding of the Transition to Work program.
2. An ability to achieve results and meet goals.
3. The capacity to think creatively to obtain the best job opportunities for each job seeker.
4. Outstanding communication and interpersonal skills.
5. Excellent organisational skills along with the capability to solve problems and resolve conflict.
6. An understanding of the commitment to working with young people and the skill to be able to motivate and support young people.
7. High level administration skills including knowledge of Microsoft Office.
8. A current driver's licence.
9. Demonstrated commitment, alignment and role modelling of AAG's values.

### Desirable

1. Capacity to be flexible and motivated.

## Signatures

<b>Staff Member Name</b>	
<b>Staff Member Signature</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Chief Executive Officer Signature</b>	
<b>Date</b>	