

POSITION DESCRIPTION

POSITION TITLE:	EMPLOYMENT PATHWAYS SUPPORT WORKER		
COMPANY DIVISION:	genU Ability	UNIT:	Employment Pathways
OFFICE LOCATION:	North East Melbourne Areas		
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:	Victorian Disability Services (NGO) Agreement 2019		
STATUS:	Casual/Part Time/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.

genU works using a person centered approach. 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.

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.

DESCRIPTION OF DIVISION

genU's Employment Pathways team draws upon its dedicated and experienced workforce who have specialist expertise in both employment and facilitating social inclusion to tailor innovative and creative supports to suit the needs of individuals along their journey to employment.

SUMMARY OF POSITION RESPONSIBILITIES

- Support Participants to ensure they are achieving their Employment Plan and are progressing towards their employment related goals. Supports can include a range of capacity building supports in both group and individual settings. These supports could include but not be limited to;
 - Soft skills development in small groups or individually;
 - Employability skills development in small groups or individually;
 - Support and mentoring in volunteering and work experience placements;
 - Travel training;
 - Construction of job search tools, such as a resume and application letters;
 - Post placement support;
- Regularly update Employment Plans as required to ensure they are at all times relevant to the participant's needs and goals.
- Provide ongoing mentoring and feedback to participants including liaising with other key stakeholders as directed by participant
- Where required, assist participants with personal and self-care and medication management.
- Work effectively with participants who have communication requirements, high physical needs and/or behaviours of concern following manual handling assessments and/or behaviour support plans

- Maintain, update and review participant outcomes including file notes.
- Other documentation and report writing as required

KEY RESULT AREAS

- Provide support either 1:1 or within a group to participants to assist with achieving their employment related goals.
- Develop resources and tools to assist participants with employment related goals.
- Provide support, assistance and mentoring to participants while they are undertaking work experience opportunities.
- Evidence that Employment Pathways model is followed and documented.
- Build and maintain productive relationships with participants, families and stakeholders.
- Ensure participants have an agreed employment plan and are progressing towards employment and/or employment related goals.
- 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.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

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.

QUALIFICATIONS

- Current First Aid Level II Certificate

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
- Current Drivers Licence and car
- DWES check

Desirable

- Relevant Certificate IV Qualification
- 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

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