

POSITION DESCRIPTION

POSITION TITLE:	EMPLOYMENT PATHWAYS COORDINATOR		
COMPANY DIVISION:	genU Ability	UNIT:	Employment Pathways
OFFICE LOCATION:	Geelong and surrounds		
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:	Updated 26 June 2020		

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.

POSITION:

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.

PURPOSES OF THE POSITION

The Employment Pathways Coordinator will oversee a series of activities that can be packaged into 'employment pathways' options for people with a disability. The supports include the School Leaver Employment Supports (SLES) and Individual Employment Pathways. The activities may include assessing the pre-employment and employment needs of people with disabilities, assisting with employment related capacity building, preparing them for work, assisting them to achieve employment and supporting them to maintain employment. This may be completed with individuals or within a group.

SUMMARY OF POSITION RESPONSIBILITIES

- Develop an Employment Plan for each of the Participants through the discovery process.
- Support Participants to ensure they are achieving their Employment Plan and are progressing towards employment. Supports can include a range of capacity building supports in both group and individual settings.
- Regularly update Employment Plans as required to ensure they are at all times relevant to the participant's needs and capabilities.

POSITION:

- Coordinate and broker a range of activities for Participants as per their Employment Plan. These activities will include internal and external activities. These activities may include:
 - pre-vocational and functional capacity assessments;
 - transition planning;
 - career counselling;
 - pre-employment training;
 - vocational training;
 - work experience;
 - travel training;
 - construction of job search tools, such as a resume and application letters;
 - job search training and assistance and employer engagement;
 - workplace supports
 - post placement support;
- Liaise with the parent's/carer's of the participant and assist with managing the transition to work.
- 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 implementing manual handling assessments and/or behaviour support plans
- Assist the participant's workplace requirements through Job Access, assist with Supported Wage or Workplace Modifications application/s as required.
- Have a current understanding of Australia's workplace rights and declarations, including awards rates and agreements.
- Establish and maintain relationships by liaising with a range of providers and services/support/s which will assist participant's to overcome social and employment barriers.
- Maintain, update and review participant outcomes including file notes.
- Maintain appropriate documentation and records in the Carelink database and other areas as required.
- Other documentation and report writing as required

KEY RESULT AREAS

- Provide support to participants to assist with achieving their employment related goals.
- 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.
- Implement services where required and document to assist with further navigation to support the participant.
- Build on going relationships with the local labour market.
- Ensuring current legislation is undertaken assist participants.
- Evidence all compliance documents as per GenU policy

POSITION:

KEY RESULT AREAS

- 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

Qualifications

- Tertiary qualification in disability, community services, employment services or a related field

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 required if working with children or requirement of role
- Current Drivers Licence and car
- DWES check

Desirable

- 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

POSITION:**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.

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	