

## Position Description –Employment Consultant

<b>Position Title:</b> Employment Consultant	<b>Team:</b> ADE
<b>Employment Status:</b> Full Time	<b>Award:</b> Social, Community, Home Care and Disability Services Industry Award 2010

### Reporting and Organisational Context:

<b>This position reports to:</b>	Commercial Manager
<b>This position has the following direct reports:</b>	Nil
<b>This position works in partnership with:</b>	Production Coordinators, Floor Leader, Supported Employees, Payroll, NDIS Claiming Team, People & Culture Manager
<b>Key objectives for this position are:</b>	
1.	Facilitate enhanced employment outcomes for supported employees within a positive behaviour support framework, aligned with their NDIS plan and goals.
2.	Work collaboratively with supported employees, their family and/or carers, to develop Individual Employment Plans (IEPs), reviewing progress regularly.
3.	Identify, develop and deliver training, supporting people to reach their goals and improve their employment outcomes and opportunities within the workplace.
4.	Ensure all supported employees are paid a fair and accurate wage by coordinating and conducting wage assessments.
5.	Provide case management and advocacy services for employees, liaising with family and other professionals to address any concerns.

### Individual Essential and Desirable Criteria for this Position:

#### Essential

- experience supporting people with a disability in an employment setting
- Certificate IV Training and Assessing
- experience in developing and implementing training programs
- sound understanding of NDIS plans
- accurate data collection and report writing skills
- proficient in Microsoft Office suite, including Word, Excel and Outlook
- excellent communication skills and experience communicating with a broad range of people
- solution oriented approach to problem solving
- ability to work as part of a team or independently
- sound decision-making skills and able to make decision using policies and procedures as guideline
- excellent time-management and planning skills
- experience developing and maintaining relationships with key external stakeholders
- hold and maintain a Senior First Aid Certificate
- NDIS Worker Screening Check

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### Desirable

- formal qualifications in social, health or behavioural sciences and/or relevant experience within a community or disability service environment
- current NSW Drivers Licence

### Role Responsibilities

Role Responsibilities	Key Performance Indicators
collecting and recording of data in line with NDIS guidelines and funding	funding and Service Agreements current and filed for all supported employees
set and maintain clear reporting guidelines for annual NDIS plan reviews	annual reviews of NDIS plans are scheduled and planned for, including having current information available
on-board new supported employees using Thorndale policies and in consultation with Executive Leader People & Culture	all required information relating to the commencement of supported employees forwarded to People & Culture and NDIS teams
manage exit process of supported employees	supported employees exited using Thorndale policy and processes
develop Individual Employment Plans (IEPs) for supported Employees. Support the employees and their families to identify goals	IEPs are developed for each employee with regular reviews conducted
set training and employment goals for supported employees in line with NDIS plan and previous IEP	clear training and employment goals outlined for all supported employees
prepare and deliver mandatory training courses in line with NDIS requirements and IEPs and in addition record training outcomes for supported employees	all training delivered in accordance with approved programs and recorded and kept up to date at all times
coordinate and conduct annual wage assessments as per the guidelines of the approved wage assessment tool	supported employee wage assessments conducted annually, with supported employees being supported to understand how their wages are determined
first point of contact for supported employees with relation to any employment-related issues	be available to assist supported employees with employment-related queries
support employees to understand the behaviour required in the workplace, liaise with family and health professionals as required to develop strategies that help the employee to have a good working experience	review all behaviour support material for supported employees and ensure they receive training to understand the behaviour required at work and related Thorndale Policies and Procedures
set and maintain clear reporting guidelines for annual NDIS plan reviews	schedule and prepare for annual reviews of NDIS plans, including having current information available
maintain appropriate communication and progress notes, ensuring issues are raised and recorded as per Thorndale policies and procedures.	progress notes on CIMS and notes on personnel files up to date at all times
communicate to People & Culture team, Payroll and NDIS Claiming team any changes to supported employees work practices and funding	People & Culture, Payroll and NDIS teams kept up to date with any employee work changes and funding
other duties as directed by the Commercial Manager or Executive Team	

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## Work Health and Safety (WH&S) Responsibilities

I agree to:

- maintain a clean, safe and hygienic working environment at all times
- report any safety or maintenance problems to the Manager or WHS Committee representative
- ensure that the WHS policies and procedures are followed
- use all equipment in accordance with safe work practices and instructions
- inform the People & Culture Manger if I am required to take medication that may affect your ability to perform your duties or if for any reason you are unable to undertake your responsibilities

In addition to the essential and desirable requirements for this position, you are expected to comply with the following:

- Thorndale's Staff Code of Conduct (ref: HR 6-13)
- Your section's quality initiatives
- Thorndale's policies and procedures

As the incumbent of this position, I have read this Position Description and understand and agree to its contents.

I understand and accept that I must comply with the policies and procedures of Thorndale. I also understand I am required to undertake work as determined by my manager.

<b>Employee's name:</b>		
<b>Employee's signature:</b>		<b>Date:</b>