



POSITION DESCRIPTION

Position Title:	Employment Pathways Practitioner
Business Unit:	Pathways
Business Division:	Community & Pathways
Reports To:	Team Leader, Employment Pathways
Classification:	Victorian Disability Services (NGO) Agreement 2019 Level 3
Date Prepared/Updated:	15 July 2021

The genU way

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. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

genU Community & Pathways is a division of genU which provides a range of services and supports to people with disabilities including Business Enterprises, Individual Support Services, Participate, Support Coordination, Employment Pathways and Shared Living. genU are a registered disability provider supplying services throughout Victoria.

Position Purpose

The Employment Pathways Practitioner 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.

Key Accountabilities of Role

- 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.
- 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
- 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
- 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 and assistance 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.
- Implement services where required and document to assist with further navigation to support the participant.
- Evidence all compliance documents as per GenU policy
- 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.

Key Working Relationships:

Internal:

- genU Branches and Divisions including People and Culture, IT, Risk and Corporate Services
- People with a disability and their carers/families
- genU business partners
- Industry bodies

External:

- Government and non-government agencies
- National Disability Insurance Agency (NDIA)
- Department of Health and Human Services (DHHS)
- Other community service providers

Member of:

Community & Pathways

Key Selection Criteria & Qualifications:

Essential:

- Tertiary qualification in disability, community services, employment services or a related field minimum certificate IV
- Current First Aid Level II Certificate;
- NDIS Screening Workers Check;
- NDIS Worker Orientation Module Certificate of Completion;
- Current Drivers Licence and car;
- 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;



	<ul style="list-style-type: none"> • 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. <p>Desirable:</p> <ul style="list-style-type: none"> • 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
<p>Cultural Fit:</p>	<p>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 and incorporate these values and behaviours.</p> <p>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.</p>
<p>General Information:</p>	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life and family needs.</p>