

## Your role details

Job Title	<b>Employment Mentor</b>
Classification	Choose an item.
Employment Term	Full-Time Ongoing
Department/Program	Specialist Disability Employment Team
Primary Work Location	Melbourne (Negotiable)
Position Number	SDEEM1

## Your main focus

CVGT exists to connect more people to meaningful work. We all have a shared ambition to be leaders in the programs we deliver and to create a positive impact for individuals, employers and our community. Our core values underpin how we do business; they are:



As an Employment Mentor you will work with participants within CVGT's Disability Employment Service (DES) partner projects (e.g. Impact21, Onemda Silos and Holmesglen) and those with moderate intellectual and developmental disabilities to support their journey to meaningful employment via the partner project's service agreement and expectations. You will deliver a high quality and specialised service through the coordination and provision of person-centred employment support services that empower people with disability to achieve their potential. The Specialist Disability Employment Team will utilise best-practice and evidence-based methodology to assist participants to achieve confidence, independence and social inclusion through participation in the open workforce.

## Who you work with

You report to	<b>Manager Strategic Partnerships</b>
You supervise	Nil
You collaborate internally with	All CVGT staff, particularly the Specialist Disability Employment Team
You communicate externally with	<ul style="list-style-type: none"> <li>Participants and their families/carers</li> <li>Partner organisations</li> </ul>

- Academic researchers
- Employers
- Community support services
- Non-vocational providers
- Education institutions

## What you do

In a typical week in this job, you are likely to do the following things:

- Using a person-centred individualised approach, manage a caseload of approximately 24 participants with (predominately) Intellectual and Developmental Disabilities
- Conduct regular appointments with each participant for the purpose of building rapport and trust, gaining an understanding of their skills, abilities, interests, aspirations, barriers, concerns and individual circumstances
- Travel to and conduct meetings and appointments with participants at locations agreed via the partner service agreement
- Communicate regularly with participant's family and support network to identify and address any concerns regarding employment
- Communicate regularly with partner organisation/employer representatives
- Provide information, resources and advice to assist participants prepare and gain the knowledge required to enter the workforce
- Work closely with the Employment Inclusion Coordinators to identify and arrange appropriate and customised work experience and/or paid employment opportunities
- Advocate and educate the community and employers on the employment and support of people with disabilities
- Coordinate and provide practical support and assistance to the participant to access employment opportunities such as transportation and travel training
- Provide on-site job coaching to participants and their workplace colleagues at a frequency appropriate and necessary for each individual's success
- Develop and implement strategies to assist the participant to successfully complete required workplace tasks and expectations
- Provide training and advice to boost employer's and co-worker's confidence in supporting and working alongside the participant
- Develop and maintain on-going positive communication and relationships with participant's employers and colleagues
- Implement a gradual decrease of support plan to facilitate the ultimate goal of workplace independence
- Identify opportunities for career growth with the participant and their employer and assist, where necessary, in its implementation
- Provide both general and targeted on-going support to both the participant and employers post-placement
- Work towards the achievement of agreed partner program objectives and targets
- Arrange for participants to have the resources and equipment required to undertake employment and related activities e.g. phone, transport, appropriate attire



- Connect and refer participants to specialised support and allied health services as required
- Adhere to and complete all required administrative tasks as per DES contract requirements including File notes, Job plans, outcome evidence, supported wage applications, and all other relevant and necessary documentation
- Participate in academic research and information gathering activities
- Participate in specialised training, as required
- Participate in any scheduled audits, as required
- Be mindful, plan and take reasonable care to ensure your own health and safety and that of others, including adhering to safe work procedures and meeting the requirements of the CVGT safety management system.
- Other duties as required within the general scope of this role.

### What you need

#### Knowledge, Qualifications & Experience:

- Previous experience in a relevant industry or service, and experience working with people with disabilities is highly desirable
- Capacity to develop knowledge of relevant funding body contract requirements, partner service agreements and the National Standards for Disability Services
- National Police Check
- Working with Children Check
- Current driver licence

#### Interpersonal Skills & Attributes

- A strong desire and commitment to deliver high quality services to people with disabilities
- Excellent customer service skills
- Ability to develop practical solutions to barriers and issues
- A willingness to advocate for people with disabilities
- Ability to establish strong rapport and maintain positive relationships with all stakeholders
- A respectful and empathetic demeanor
- A high level of motivation, initiative, adaptability and flexibility to achieve results
- Ability to prioritise and manage competing tasks under pressure
- Ability to work effectively independently as well as part of a team
- A commitment to confidentiality and a respect for individual's privacy
- Proficient computer skills
- Demonstrated ability to understand, communicate with and effectively interact with people across cultures, backgrounds and abilities.

### What success looks like

The success of CVGT is demonstrated through our ability to connect more people to meaningful work. We acknowledge that not all roles within CVGT work directly with our participants / job seekers, however we believe that each role, regardless of job type is equally as important and has the capacity to positively impact our ability to achieve our purpose.

You are measured on how well you:

- ✓ Comply with the terms set out in your employment contract and relevant program DEED
- ✓ Meet the quality standards of service delivery to your customers



- ✓ Consistently meet performance targets which are provided as part of the onboarding process
- ✓ Exhibit CVGT values

#### In return, CVGT offers you



A competitive salary and benefits, including salary packaging of up to \$15,900 and \$2,650 tax-free entertainment.



The chance to work in a supportive environment that celebrates diversity and inclusion.



Opportunities for career progression and comprehensive professional development.



The opportunity to work for a not for profit, charitable organisation.



Access to an employee assistance program.



A child safe and culturally aware workplace.