



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Employment Consultant
<b>TEAM:</b>	Site Operation Team
<b>RESPONSIBLE TO:</b>	Site Manager - Aitkenvale
<b>RESPONSIBLE FOR:</b>	No Staff Responsibilities
<b>LOCATION:</b>	Aitkenvale

### POSITION OBJECTIVE

Engage and retain Job Seekers/ Workers with a disability, injury or health condition through the provision of individual and tailored services to achieve sustainable employment.

### KEY RESPONSIBILITIES

1. Use Person Centred Planning to ascertain job seeker/workers needs, values skills and job preferences then develop an individually tailored Employment Pathway Plans which are regularly monitored and reviewed which details intervention strategies and pathways.
2. Provide job seekers with facilitated job search training and assistance, and build on their knowledge of networks to assist in addressing vocational and non-vocational barriers.
3. Promote job seekers to employers and liaise with the employment engagement consultant to obtain information around local labour markets, vacancies, and skills development opportunities to ensure that the needs of local employers are being met.
4. Assist workers to maintain employment and develop independence by consulting with employers, conducting worksite assessments to identify support needs and where required provide on-the-job post placement support.
5. Ensure compliance with DEEWR legislative and contractual requirements and STEPS policies and procedures by maintaining job seeker/worker records, submitting Employment Pathway Plans, providing reports and maintaining strict confidentiality.
6. Provide a high level of professional customer service to clients and stakeholders.
7. Gain an understanding of the roles of all team members and establish and maintain professional and productive relationships.
8. Accept responsibility for working safely by utilizing WHS systems policies and procedures and contributing to their continual improvement.
9. Demonstrate behaviours consistent with the organisation's vision, mission, values and purpose.
10. Complete other reasonable duties as directed.

## PERFORMANCE MANAGEMENT AND DEVELOPMENT

Ensure that key result areas are performed in a way that achieves the outcomes determined during the performance planning phase of the Performance Management and Development process.

Meet personal and professional development objectives as detailed in the Training Plan by:

- Utilising on-the-job training and knowledge and experience of senior managers and peers, and/or
- Attending internal and/or external training as required.

## KEY SELECTION CRITERIA

### ***Qualifications / Knowledge*** (minimum formal / statutory qualifications required)

- Certificate IV in Disability Work, Employment Services, Training and Assessment (TAA) or related field, or
- Equivalent combination of relevant experience and/or education/training.

### ***Experience*** (Type of required experience)

- Experience working in the Disability, Vocational Rehabilitation and / or Employment Services fields.
- Proven experience in managing a diverse caseload, with demonstrated ability to initiate and implement customised and innovative strategies to achieve outcomes.

### ***Skills and Abilities*** (Competence required to perform successfully)

- Highly developed communication and interpersonal skills with demonstrated ability to build rapport and maintain effective working relationships with key stakeholders.
- Sound computer and administration skills, with the ability to maintain both computer and paper based records.
- Ability to exercise initiative and work both independently and as part of a team.

### ***Behavioural Traits*** (Personal qualities required)

- Demonstrated flexibility and enthusiasm for addressing unexpected new challenges at short notice.
- Ability to work well under pressure, take responsibility and act with integrity and in a professional manner.

### ***Other Requirements***

- Acceptable Criminal History Record / Possession of a 'Working with Children' Blue Card (QLD).
- Current C class license.

<b>APPROVALS</b>
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<b>Approved By:</b>	Human Resources
<b>Date:</b>	May 2011

<b>Employee Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	