

# Employment Consultant

## Position description

<b>Responsible to:</b>	<b>Group Leader, Employment Services</b>
<b>Day to Day Report:</b>	<b>Senior Employment Consultant</b>
<b>Division:</b>	Employment Services
<b>Status:</b>	Full time
<b>Site:</b>	Metro (Moorabbin & Narre Warren)



## Organisation overview

Formed in 1992 following the amalgamation of three smaller community employment organisations, and then expanded with the merger of Continuing Education Bendigo in 2014 and Our Shed in 2015, Access Australia Group has grown to what is today a large and diverse not-for-profit, community based organisation. Access Australia Group is a registered public benevolent institution. As an internationally accredited organisation, the continuing focus of operations is to provide superior customer service and be an employer of choice. Access Australia Group operates five key divisions undertaking a range of operations:

- **Employment Services**
- **Registered Training Organisation, Access Skills Training**
- **Social Enterprises including Access Contractors**
- **Social Inclusion including Access Our Shed**
- **Corporate Services**

### **Board of Directors**

A board of voluntary directors governs Access Australia Group. Each member of the Board of Directors (Board) contributes a particular expertise to Access Australia Group in its mission of providing opportunities for people. All directors work in conjunction with the Chief Executive Officer (CEO), who has overall responsibility for implementing the policy and strategic direction of the Board.

## Mission

To support people with disadvantage or disability to enhance their life outcomes through open employment, training and other opportunities

## Values

- **Quality Service and Best Practice**  
*We work with passion and commitment to continuously improve our performance.*
- **Diversity**  
*We value and support diversity, believing that every person has a right to be involved in their community*
- **Accountability**  
*We empower individuals to take responsibility for their actions*
- **Innovation**  
*We embrace a dynamic, creative and flexible environment*
- **Collaboration**  
*We seek value through internal and external partnerships*

# Responsibilities and duties:

## **Major Function and Purpose**

Working in a service delivery model that is underpinned by job seeker activity and employer engagement, Employment Consultants will:

- Assess the needs of disadvantaged job seekers and assist them to gain sustainable employment by preparing and implementing individualised plans and providing employment skills, training, placement and support services
- Build and maintain relationships with employers in order to obtain ongoing employment opportunities for job seekers
- Work across multiple locations and in all phases of service delivery

## **Provide quality job placement services to job seekers and employers**

- Implement AAG's Service Delivery Model and Employer Engagement Model
- Manage job seeker caseload including undertaking initial assessment and developing individually tailored and goal focused Employment Pathway Plans for each participant
- Assist job seekers to build capacity through building skills and confidence and addressing barriers to employment
- Refer job seekers to activities, short courses, work experience and volunteer work
- Find suitable ongoing employment for job seekers through reverse marketing and referral to vacancies and provide ongoing support
- Facilitate wage subsidies, workplace assessments and modifications as required

## **Administration, organisational and compliance requirements**

- Record all job seeker contacts on Department Social Services Employment IT system and internal data base in a timely manner
- Accurate and timely entering of vacancies and anchors with appropriate documentary evidence
- Networking and attendance at local community organisation and provider events
- Attendance and participation in employer/industry groups

## **Best practice**

- Work as an effective member of a team.
- Become familiar with and abide by all Access Australia Group policies and procedures including compliance with Access Australia Group quality assurance policies, systems, procedures and work instructions.
- Ensure that Occupational Health & Safety guidelines are observed, implemented and improved.
- Comply with all relevant legislation and/or by-laws that relate to our activities.

## **Signatures**

Name: ..... Signature: .....

Date: / /

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Chief Executive Officer

Date: / /

## Key selection criteria

### Essential

- At least two years' experience in Employment Services or a related Service industry
- Proven aptitude for strong employer engagement including reverse marketing job seekers
- Ability to think creatively to secure the best job opportunities for each participant and the ability to achieve or exceed targets
- Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills
- A genuine, demonstrated commitment to working with disadvantaged people including ability to motivate and support people that may have barriers
- High level administration skills including Microsoft Office Suite and experience
- A current drivers licence

### Desirable

- A variety of tertiary qualifications could provide useful background to perform the functions of this position.
- Awareness / or willingness to learn about the following legislation:  
Disability Act 2006 and National Standards for Disability Services  
Disability Discrimination Act  
Employment Equal Opportunity legislation

**Successful applicants will be subject to a Police Check and an Employment History Check.**

**Applicants must address the key selection criteria in their application**

**A driver's licence is essential for this position.**

## Salary and conditions of employment

Access Australia Group developed an Enterprise Agreement, which took effect in 2013 and governs employment and related conditions and is currently being re-negotiated for 2016

Pay Range: Class 3A Band 1 \$54,650-to Band 7 \$64,500 plus superannuation and leave loading, commensurate with skills, experience and qualification. Attractive salary packaging benefits are available. (All applicants are encouraged to obtain their own independent financial advice).

## Application submission

<b>Address applications to:</b> <b>Diane Finch</b> Access Australia Group <b>PO Box 276</b> Bendigo VIC 3552	<b>Or deliver in person to:</b> 33 Mundy Street Bendigo VIC 3550 <b>Or via email to:</b> <a href="mailto:diane.finch@accessaustralia.org.au">diane.finch@accessaustralia.org.au</a>
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Applicants may visit the Access Australia Group web site at: [www.accessaustralia.org.au](http://www.accessaustralia.org.au)

