
POSITION	DES Employment Consultant (Full Time)
REPORTS TO	General Manager – Education, Training and Employment
INDUSTRIAL INSTRUMENT/S	Labour Market Industry Award
CLASSIFICATION	Level 2 – 4 based on experience
REMUNERATION	As per Award plus 9.5% Superannuation plus salary packaging
LOCATION	Geelong

JOB DESCRIPTION

Purpose of role	Support and assist DES participants (job seekers) to develop and increase their employability skills in order to have the capacity to seek, gain and maintain employment.
Main duties and responsibilities	<p>Core objectives include:</p> <ul style="list-style-type: none"> • Provide pre-vocational support, job search assistance and consultation to people with a disability to gain employment through training, support and marketing for vacancies to employers. • Achieve set individual and group targets set by Encompass Community Services, Management and Funding Bodies. • Network with Employers and employers stakeholders groups to facilitate appropriate sustainable employment placements. • Provide and assist in training, support and education to the employer and staff to achieve successful placement for new employee. • Complete required administration tasks associated with the placement and maintenance of job seekers. Complete administration tasks on behalf of Encompass Community Services Inc. including reports, tenders as required. • Attend all scheduled meetings and participate in training and other opportunities provided by Encompass Community Services Inc. management to increase individual Professional Development • Support Encompass Community Services Inc. in all current and new business for example, participating in functions, meetings and performing alternate tasks. • Support the business to develop strategies based on 4 key drivers; Commencements, Engagement, Placements, Outcomes and to achieve a minimum of Three Star performance at ESA Level <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</p>
Other duties	Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Current Working with Children check • NDIS Worker Screening Check • NDIS Worker Orientation Module Certificate of Completion
Experience	<ul style="list-style-type: none"> • Current Victorian Driver License • Relevant practical experience in Employment Services or similar role
Knowledge	<ul style="list-style-type: none"> • Knowledge of ESS, ICASE and all DSS, DHS (Centrelink) & DJSB Guidelines • Understanding of the National Disability Services Standards and Quality Framework & NDIS Quality AND Safeguard commission
Skills & competencies	<ul style="list-style-type: none"> • Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face. • Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience. • Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally. • Commerciality: ability to apply knowledge in a practical, commercial manner. • Teamwork: willingness to assist and support others as required and get on with team members. • Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
Personal attributes	<ul style="list-style-type: none"> • Professional approach. • Ability to work under pressure. • Organisational and time management skills. • Excellent attention to detail. • Confident manner. • Positive approach to change.
Other	<ul style="list-style-type: none"> • It is a requirement that all staff will operate within the Vision, Mission and Values of Encompass Community Services Inc. • It is the responsibility of each individual to meet personal, divisional and organisational deadlines. • It is a requirement for all staff to undertake their roles in accordance with the compliance guidelines of their division/program. And to actively participate in the maintenance of Encompass quality standards. • It is the responsibility of all staff members to understand and implement Encompass Community Services Inc. current policies and procedures. • It is expected of staff members that they create opportunities to connect clients of Encompass with the wider community in a setting which does not segregate. When planning programs ensure that opportunities are created for clients of Encompass to feel that they belong, be a valued participant and be missed if they are not there. • It is the responsibility of staff members to report any incidents of exclusion to their direct manager, coordinator or supervisor • It is the responsibility of all staff members to ensure the safety of children and to report all incidents of child abuse to

Managers It is also the responsibility of all staff members to be familiar with the Child Safety Policy and Procedure.

- Drivers Licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date