
Employment Officer – Part Time

“Woorinyan creating opportunities”

Vision ‘To be recognised as a service of choice’

Mission ‘To create inclusive community opportunities for service users’

The Employment service holds a commitment to the rights of people with disability to integrated, meaningful employment rewarded by a socially just wage. The service provides supported employment options to workers with disability. Employment will either be based in host companies or provided by a host company on a Woorinyan owned site. Stakeholders of the organisation include people with disability, their carers, staff, government departments; community members, host companies and their employees.

POSITION TITLE: Employment Officer	CLASSIFICATION: Level 1 Sub 1 - Part Time
LOCATION: Offsite Enclaves & Joy St.	REPORTS TO: Employment – Team Leader

CONDITIONS OF EMPLOYMENT:

15 hours per week Part-Time position. Part IV Disability Services Award (Victoria)1998

KEY SELECTION CRITERIA:

QUALIFICATION:

Possesses relevant qualifications in the field of disAbility support.
Has a current (**Manual**) Victorian Drivers Licence and be competent to safely drive, park, reverse and transport workers in a minibus, including sometimes with a trailer
Possesses or be studying a Workplace First Aid Certificate (minimum Level 2).

EXPERIENCE:

Demonstrate an understanding of the support needs of workers with an intellectual or learning disAbility.
Demonstrated understanding of issues around the employment for people with disAbility.
Demonstrated ability to create and implement individual employment, training and support programmes.
Experience with Work Crews, Gardening, Car Cleaning or Factory work may be an advantage.

OTHER REQUIREMENTS:

To be conversant with the Federal Disability Services Standards and their implications on service delivery.
A commitment to working with people with disAbility.
Demonstrate excellent planning, communication and report writing skills.
Demonstrate ability to use all Microsoft Office programs to develop and complete paper work.
Able to motivate others and maintain enthusiasm.
Ability to work cooperatively with other as part of a team.
Present information clearly.
Demonstrate abilities necessary to support workers to develop Individual Employment Plans.
Demonstrated knowledge of Workplace Occupational Health and Safety
Must be physically fit and able to perform manual labour.
Must successfully pass the police clearance check.

SUMMARY STATEMENTS:

To assist workers with disAbility to maintain employment and develop their work skills in a supported environment.

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DUTIES AND RESPONSIBILITIES:

PRIMARY OBJECTIVES OF THE POSITION:

- To provide a safe and supportive work environment for workers with a disability.
- Identify workplace hazards, assess related risk and follow risk minimisation procedures.
- To support an Enclave and other work crews as directed.
- To document workers progress, productivity and competency.
- To motivate workers, provide energetic leadership and maintain workers enthusiasm.
- To assist in the development and documentation of an Individual Employment Plan for each worker in allocated worker group.
- To assist workers to achieve their individual employment goals.
- To provide efficient running of the enclave in order to ensure continuity of work and customer satisfaction.
- To assist with the development and updating standard operating procedures.
- To provide regular support to individual workers as required to complete tasks.
- To provide short-term intensive support to workers as required to complete tasks.
- To act as relief support staff for other Enclaves or work crews as required.

ORGANISING & OPERATING:

- To be responsible for the implementation of the 'Disability Service Standards' and their objectives within your areas of enclave program.
- To know, understand and work within the policies and procedures of Woorinyan.
- To follow existing program 'Standard Operation Procedures' (S.O.P.)
- Evaluate SOPs, update SOPs inform line manager and other staff of changes.
- Provide support to workers as they complete work tasks.
- Provide support to worker in maintaining and adjusting equipment.
- Provide information on all of the above, to senior staff members.
- Ensure that all equipment is maintained to a high standard.
- Keep proper records of equipment use for servicing purposes.

REGULATING & REPORTING:

- Document and report any accident or significant incident, seizure etc., that may affect the well being of an individual, property, equipment, business or Woorinyan staff.
- Provide details for invoicing all work completed.
- Complete workers support level sheets and competency sheets.
- To maintain workers assessments and document their progress.
- Complete documentation and assessments required for wage assessment.
- To follow and support workers to follow 'Standard Operating Procedures' (SOP) and 'Occupational Health & Safety' standards for all tasks undertaken.
- To represent your work crews at weekly staff meetings and relay any relevant information to senior staff or employment service manager.
- To be responsible and aware of the areas equipment, stock and materials used in the program. Any damage or loss to equipment or stock is to be reported to the Employment Service Manager or the CEO without delay.
- To attend Occupational Health & Safety training or take part in Safety Committees as required by Host Company or Woorinyan Management.
- To report all Occupational Health & Safety concerns to a senior staff member at the first opportunity.

Note: Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

ETHICAL:

Treat supported workers and potential workers with respect and dignity.

To work towards providing a happy and enjoyable work environment for supported workers.

Maintain harmonious relationships with all members of staff.

Become familiar with all service procedures.

Treat all supported workers information as strictly confidential.

Treat all Woorinyan Inc. information as strictly confidential.

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Signing of this Position Description will be considered a binding confidentiality agreement.

PROBATION PERIOD:

The line manager shall evaluate the incumbent's performance during the 3 months probation period. During the probation period applicant must demonstrate skills and knowledge to complete the duties and responsibilities of the position.

On completion of the probation period the Line Manager in consultation with appropriate staff and workers, shall review performance and determine if the applicant is to be offered permanent employment.

NOTICE PERIOD:

A period of four weeks notice is required of employees of their intention to terminate their services. With the exception of the Probation Period (for which no notice of termination is required by the employee or employer).

PAYRATE: The hourly rate for Level 1 Sub 1 Employment Officer is \$19.20

DAYS / HOURS:

Hours included paid lunch and morning break times as supervision or other work role is expected. All staff are expected to be in their work area and ready to start work at starting times shown below. These hours are considered flexible and may be changed to best fit the services needs.

Thursday
8.30am – 4.30
8 hours

Friday
8.30am – 3.30pm
7 hours

Total 15 hours

POSITION OFFERED BY:

Name: Marcus Ward

Signed:

Date:

Position: Team Leader

INCUMBENT STATEMENT:

I have read, understand and accept all 3 pages of the above Position Description, initial first two pages.

Name:

Signed:

Date:

ADMINISTRATION OFFICE:

A signed copy has been given to the incumbent, line manager and original placed in staff file by Administration Staff.

Name:

Signed:

Date: