



Position Description

Employment Team Coordinator

Mission: To create inclusive community opportunities for service users.

POSITION TITLE: Team Coordinator – Employment	CLASSIFICATION: Team Coordinator / Full time Contract position
LOCATION: Woorinyan worksites – and mobile crews	REPORTS TO: Employment Manager

CONDITIONS OF EMPLOYMENT:

38 hours per week Full -Time position under employment contract.

DUTIES AND RESPONSIBILITIES:

PRIMARY OBJECTIVES OF THE POSITION:

- To provide efficient co-ordination of employment staff and allocation of workers in order to ensure continuity of work, customer satisfaction and achieve financial targets.
- To provide a safe and supportive work environment for staff and workers with a disability.
- Identify workplace hazards, assess related risk and follow risk minimisation procedures.
- To lead and ensure the implementation of the 'Disability Service Standards' and their objectives within service and program areas.
- To assist the Woorinyan Employment Manager to implement Quality Management System and procedures.
- To assist with the development and updating of standard operating procedures for all work crews or enclaves.
- To allocate workers into work groups and nominate work group staff members.
- To assist staff in the development and documentation of an Individual Employment Plan for each worker.
- To ensure workers progress, productivity, competency and support level are recorded in Woorinyan systems
- To provide effective and energetic leadership and maintain workers enthusiasm.
- 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 work crews or enclave as required.

CONTRACTS, PRICING AND QUOTING:

- In conjunction with Woorinyan employment manager review the pricing of existing contracts at least once every six months.
- In conjunction with the employment manager provide quotes on all new contracts.
- To seek out new contracts and provide advice on employment opportunities.
- To complete initial safety analysis for all new work and work sites.
- Provide up to date wage costing for each work crew or enclave.

OFFICE:

- To ensure staff timesheets are completed and conveyed to administration office.
- To maintain records of workers hours, prepare spreadsheet and email to administration.
- To forward all incoming mail to administration.
- Supervise employment petty cash and forward receipts to administration.
- To provide copies of any outwards correspondence to employment manager/ administration.

Position Description

Employment Team Coordinator

- To take, type and distribute staff meeting minutes.
- To assist staff in preparing productivity assessment data.
- To assist with marketing service to new workers and liaise with Centrelink.
- To assist with marketing of service to new customers and value adding to existing customers.

ORGANISING & OPERATING:

- To be responsible for the implementation of the 'Disability Service Standards' and their objectives within service and program areas.
- To know, understand and work within the policies and procedures of Woorinyan.
- To follow existing program 'Standard Operation Procedures'. (S.O.P.)
- Evaluate SOP's and make recommendations for improvements to SOP's.
- Provide support to workers in maintaining and adjusting equipment.
- Ensure that all equipment is maintained to a high standard.
- Keep proper records of equipment used for servicing purposes.
- To assist with orientation of new workers and support staff providing feedback on performance.
- Undertake regular reviews of workers files and staff paper work. To liaise with service contractors and work flexible hours on office days to allow access to building or equipment.

REGULATING & REPORTING:

- Develop check lists for worker file audit process that can be used as evidence.
- Report non compliance of quality system to support staff and Manager.
- Document and report any accident or significant incident, seizure etc., that may affect the wellbeing of an individual, property, equipment, business or Woorinyan staff.
- Provide the employment Manager with weekly updates of service performance and provide a monthly written report of performance against targets.
- Provide details for invoicing all work completed.
- Provide staff supervision, general information, corrective feedback, ongoing training and follow-up regarding their work performance both verbally and in writing.
- To be responsible for the staff appraisal of the employment support staff under their direct supervision.
- To maintain workers assessments and document their support level, competency and progress including 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 service at weekly staff meetings and relay any relevant information to the employment Manager.
- To be responsible and aware of the area's equipment, stock and materials used in the program. Any damage or loss to equipment or stock is to be reported to the employment 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 The Employment Manager 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.



Position Description

Employment Team Coordinator

SUMMARY STATEMENT:

The term workers, refers to all employees with a disability supported by Woorinyan Employment Services.

ETHICAL:

Treat support staff and workers and potential workers with respect and dignity.
To work towards providing an 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.
Signing of this Position Description will be considered a binding confidentiality agreement.

KEY SELECTION CRITERIA:

QUALIFICATION:

Possess relevant qualifications and/or proven experience in the field of disability support.
Possess a current (**Manual**) Victorian Drivers Licence and ability to transport workers in a minibus or large vehicle with trailer.
Possess or be studying a Workplace First Aid Certificate (minimum Level 2).

EXPERIENCE:

Demonstrate an understanding of the employment support needs of workers with a disability.
Demonstrated ability to create and implement individual employment, training and support programs.
Experience in managing / supervising of staff, Work Crews or Enclaves is required.
Experience in operating machinery (e.g. Ride on mowers, Brush cutters, High pressure washer etc.) 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 a disability.
Demonstrate excellent planning, communication and report writing skills.
Demonstrated ability to use all Microsoft Office programs to develop and complete paper work and present information clearly.
Able to motivate others and maintain enthusiasm whilst working cooperatively as part of a team.
Demonstrate abilities necessary to support workers to develop Employment Action Plans.
Demonstrated knowledge of Workplace Occupational Health and Safety.
Must be able to proficiently reverse and reposition vehicle and trailer.
Must be physically fit and able to perform manual labour.
Must successfully pass the police clearance check.

ANNUAL REVIEW:

Team Coordinator positions are leadership positions within the staff group. These positions are based on added responsibilities and will be reviewed every 12 months and deployed on the basis of best meeting the service delivery needs. Decision making will include current and past performance and realistic opportunity to fulfil the role in the next 12 months.



Position Description

Employment Team Coordinator

NOTICE PERIOD:

A period of four weeks notice is required of employees of their intention to terminate their services.

PERFORMANCE APPRAISAL:

The incumbent's performance appraisal shall be evaluated by the line manager each 12 months, on a change of the service or role and on request.

The appraisal will be on the following agreed performance indicators,

- Monitor staff compliance of QA system – workers files and staff paper work.
- Ensure continuity of work and customer satisfaction.
- Complete Job details sheets, safety analysis and Standard Operating Procedures for each allocated worksite.
- Review of pricing of all contracts yearly.
- To ensure administration work is completed; monthly invoicing, workers & staff timesheets, data entry.
- Undertake staff monthly supervision and yearly appraisals.

DAYS / HOURS:

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am -4.00pm	8.30am -5.00pm	8.30am-4.00pm	8.30am- 4.00pm	8.30am- 4.00pm
7.5	8.5	7.5	7.5	7.0

Total 38 hours per week.

Some overtime may be necessary at times; this must be approved in advance by the Line Manager and will be taken as TOIL.

DIVISION OF ROLE:

The Team Coordinator will provide direct assistance with administration and management of the service and staff, but it should be clear that majority of the role remains in direct support of workers within programs.

POSITION OFFERED BY:

Name: Michael Anderson

Signed:

Date:

Position: Chief Executive Officer

for Woorinyan Inc.

INCUMBENT STATEMENT:

I have read, understand and accept all 4 pages of the above Position Description, initial first three pages.

Name:

Signed:

Date:



Position Description

Employment Team Coordinator

Copy has been given to incumbent, line manager and original placed in staff file by Admin Staff.

Signed:

Date: