

Employment Officer

Woorinyan Community Services is a not-for-profit community business providing support services to people with a disability or disadvantage. We provide a range of services including employment services, day services and individualised packaged services. With a strong leadership base and solid corporate governance structures, Woorinyan Community Services is a focused and responsive organisation that delivers quality services.

❖ Mandatory:

- A police check
- Current manual drivers' licence
- Physically fit and able to perform manual labour

Part A: Organisation Values

Our Vision:	Creating Life Options, Maximising Service Opportunities
Our Mission:	To create integrated, accessible, sustainable quality services
Our Values:	Equity and Empathy; Honesty and Trust; Integrity and Accountability; and, Respect and Dignity.
Our Core Business:	Facilitating the linkages and access to service and resources that enhance individuals' lives.

Part B: Position Specification

Employment Officer			
Organisation:	Woorinyan Community Services		
Department:	Employment Services	Award:	Labour Marketing Assistance Industry Award 2010
Reporting structure:	Reporting to: Employment Coordinator Direct reports: Supported Employees		

Position statement

The role of the Employment Officer is to assist employees to maintain employment and develop their vocational skills in a supportive environment. The term 'employees' refers to all employees with a disability/disadvantage supported by Woorinyan's Employment Services.

The desired outcome of this role will be measured by key results areas.

Key result areas

Supporting employees in the workplace	<ul style="list-style-type: none"> • Monitor work activities to ensure that instructions are followed, deadlines are met and schedules are maintained daily. • Inspect completed work to ensure conformance to specifications, standards and contract requirements daily. • Work alongside employees (providing motivation, development and training) to ensure improvement in employee work skills and competencies (eg. as documented in BSWAT wage assessments).
	<ul style="list-style-type: none"> • Develop, maintain and implement Employee Assistance Plans for

Maintaining documentation for core group	<p>core group annually.</p> <ul style="list-style-type: none"> • Complete wage assessments for core group, and other employees as requested, within set timeframes (as per guidelines for Woorinyan Wage Tool or BSWAT). • Document employees' progress, productivity and competency for core group as required.
Providing a safe work environment	<ul style="list-style-type: none"> • Identify workplace hazards, assess related risk and follow risk minimisation processes to ensure minimal workplace injuries.

Responsibilities

Other responsibilities include:

- supporting people with a disability/disadvantage in various work environments including contract gardening maintenance, industrial recycling, car washing and manufacturing
- enforcing operating procedures and work standards that will ensure adequate performance and personnel safety
- competently use and train others on the use of various machinery including ride on mowers, hand mowers, brush cutters, pallet jacks, heat sealers etc
- monitoring machinery performance, complete minor maintenance and repairs as required.
- motivating employees and maintain enthusiasm within work crews
- communicating effectively with internal and external stakeholders
- having a working knowledge of the disability service standards and OHS, and their implications on service delivery
- problem solving and making sound judgements and decisions
- follow Woorinyan's policies and procedures and other documentation in the management system

Delegations, authority levels and decision making

The incumbent will have the authority to direct activities at work sites to ensure schedules are maintained. The incumbent will be required to refer to the Employment Coordinator on:

- any injury (must be reported immediately)
- any proposed changes to work days, schedules or work requirements
- any type of serious issue, concern, complaint, non-compliance, accident, risk or hazard
- or any thing else that could jeopardise any of Woorinyan's contracts (private or government) or its reputation

Part C: Person specification

Qualifications

Mandatory:

- relevant qualifications and/or equivalent demonstrated experience relevant to the position

Desirable:

- level 2 workplace first aid certificate

Key knowledge areas

Mandatory:

- OHS

Desired:

- commercial contract gardening maintenance and landscaping

- disability, social and/or community services industry awareness

Key skills/abilities

- computer and software use (eg. Microsoft Word, Excel and Outlook)
- driving a Transit truck with a trailer and reversing
- driving a Transit bus or 12 seater bus
- effective verbal and written communication
- accurate report writing
- time management
- sound judgement and decision making

Personal attributes

- active listening
- active learning
- empathy
- takes responsibility for outcomes
- self-disciplined
- flexible
- honest
- supportive
- collaborative
- shows initiative
- reliable

Experience

Mandatory:

- experience in community services sector and/or trade experience (eg. horticulture)

Part D: Other Information

Hours				
Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-4.00pm				8.30am-3.30pm
7.5 hr				7.0 hr
Direct support				Direct support
Total hours per week = 14.5 hours				
Some overtime maybe necessary at times; this must be <u>approved in advance</u> by the line manager and will be taken as TOIL.				

Annual review

The incumbent's performance appraisal shall be evaluated by their line manager each 12 months, on a change of service or role, and on request. The appraisal will be based on the key results areas and will include current and past performance, and realistic opportunity to fulfil the role in the next 12 months.

Notice period

A period of 4 week's written notice is required from employees of their intention to terminate their services.

Part E: Sign off

Position offered by:

Name:

Signed:

Date:

Position:

for Woorinyan Inc.

Incumbent statement:

I have read, understand and accept all pages of the above position description, initial previous pages.

Name:

Signed:

Date: