

SELECTION CRITERIA

Job Co-ordinator

Essential

A strong commitment to the values of EDGE Employment Solutions

Ability to work autonomously and as part of a team

Good written and verbal communication skills

Good analytical and problem solving skills

Good interpersonal and conciliation skills

Good planning and organisational skills

Experience in training people

Current drivers licence

Desirable

Experience in training people with disabilities

Broad work experiences and knowledge of various work situations

Broad knowledge of services for people with disabilities

Commitment to ongoing professional development

Relevant Tertiary qualifications

EDGE EMPLOYMENT SOLUTIONS

JOB DESCRIPTION

Position: **Job Co-ordinator**

Responsible to: Manager, Job Support or Team Leader, Job Support

Overall Responsibility: Supports workers registered with the agency to establish and maintain careers in open employment utilising the job support procedures outlined in the Finding a Job, Keeping a Job manual.

1. ADMINISTRATION

- 1.1 Prepares and maintains required records on job support activities and outcomes.
- 1.2 Provides feedback to the Manager/Team Leader, Job Support on the status of workers.
- 1.3 Maintains daily contact with the office.

2. JOB SUPPORT

- 2.1 Establishes and maintains partnerships with employers, workers and their support network.
- 2.2 Ensures all practical logistics related to job starts are planned and carried out.
- 2.3 Observes, evaluates and defines worker's duties prior to job commencement and as the job progresses.
- 2.4 Trains workers to independently use appropriate transport to and from work.
- 2.5 Liaises with Centrelink and support network regarding worker's income and benefits.
- 2.6 Ensures workers are oriented to the job, workplace and local environment.

- 2.7 Identifies issues affecting worker motivation, both on and off the work site, and deals with these appropriately.
- 2.8 Ensures workers are instructed to perform duties and work routines to industry standard.
- 2.9 Seeks objective feedback, and monitors each worker's progress.
- 2.10 Identifies worker's needs and implements appropriate training strategies.
- 2.11 Implements self management techniques to facilitate workers' progress towards independent work performance.
- 2.12 Promotes the use of Co-worker Mentoring as a support strategy.
- 2.13 Plans and implements appropriate withdrawal of support from work sites.
- 2.14 Maintains contact with allocated workers, employers and support network.
- 2.15 Assists workers in developing career paths.
- 2.16 Ensures all separations are made as smoothly as possible for the worker, employer and support network.
- 2.17 Participates in career reviews as required.
- 2.18 Follows up with employers for repeat business opportunities.

3. GENERAL

- 3.1 Ensures that appropriate action is taken following any reported grievances.
- 3.2 Contributes to the further refinement of job support methods.
- 3.3 Assists in job search activities as required.
- 3.4 Participates in meetings and functions as required.
- 3.5 Participates in research activities as required.
- 3.6 Participates in staff training and consultancies as required.
- 3.7 Promotes the agency and advocates for people with disabilities.
- 3.8 Stores information in the designated place and maintains confidentiality.
- 3.9 Performs any other job related-duties as directed.

Signed _____

Managing Director

_____ Date

EDGE Employment Solutions

**POLICY ON
CRIMINAL SCREENING
OF EMPLOYEES**

Effective Date: November 2009

1. BACKGROUND

EDGE Employment Solutions is a non-profit organisation established for the purpose of assisting people with disability to establish careers of their choosing in open employment.

Work practices focus on assisting people with disability to obtain and maintain employment. The development, implementation and monitoring of work practices is achieved through consultation with employees, job seekers, workers, their families, employers and other stakeholders. Ultimately, service delivery is dependent on funding from external sources, primarily the Federal Government.

2. PURPOSE AND SCOPE

The purpose of this policy is to safeguard the agency and its clients against recruiting employees or volunteers who have been convicted of criminal offences that would raise reasonable doubts about their suitability to provide care and support to people with disability. The policy recognises the agency's legal and moral duty of care obligations to its clients under Standard 8 of the Disability Services Standards.

3. OBJECTIVES

The agency requires that all employees produce a satisfactory National Police Clearance prior to being offered paid employment with the agency and, for all field employees and their immediate supervisors, a Working with Children Check Card prior to being offered permanent employment.

4. STRATEGIES

The following procedures are to be implemented by EDGE Employment Solutions to ensure that employees and volunteers have appropriate clearances prior to undertaking any duties for the agency.

EDGE Employment Solutions will:

- Inform all prospective applicants for positions with EDGE that they will be required to provide a satisfactory national police certificate less than 12 months old before being sent the conditional offer of employment. In addition, all field employees and their immediate supervisors must provide a Working with Children Check card before they are offered permanent employment. Any associated expenses will be re-imbursed by the agency only if the recommended candidate is subsequently appointed as a permanent employee.
- Require short-listed applicants to provide documentary proof of identity, such as a passport or driver's licence, before issuing a letter of offer to a new employee.
- If the recommended applicant has resided in other countries, require them to supply similar police clearances from the relevant authorities. These costs will also be reimbursed if the recommended applicant is subsequently appointed.
- If the recommended applicant has any recorded criminal convictions, make a determination as to whether the specified conviction would be likely to place registrants at any risk or breach of EDGE's duty of care obligations based on:
 - the relevance of any conviction to the position sought.

- the nature of the offence.
- the recency of the offence.
- the circumstances under which the offences were committed.
- whether the offence is still a crime.
- the age at which the offences were committed.
- their character since the offences.
- whether the person has a pattern of offending behaviour.
- whether the person's circumstances have changed since the offending behaviour.
- whether the position being sought would offer unsupervised opportunities for a similar offence to take place.
- the degree of remorse, or otherwise, expressed by the applicant and their commitment to change.

5. DELIVERY STANDARDS

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively:

- All prospective employees have been informed in writing of the requirement of successful candidates to provide a satisfactory

National Police Certificate (and/or its overseas equivalent), and Working with Children Check card.

- Applicants have provided proof of identity prior to receiving a letter of offer and the nature of those documents are recorded on the Employment Checklist.
- Existing employees provide a satisfactory National Police Clearance and Working with Children Check every three years.
- In the event of any criminal convictions having been recorded against the person, the Managing Director has made a formal determination about the person's suitability as an employee and a copy of the determination has been stored on their file.

6. REVIEW OF THE POLICY

This policy will be reviewed on a two yearly basis. However, if at any time the legislative or funding policy environment is so altered that the content of the policy is no longer appropriate, the policy shall be amended accordingly.