

## Position Description

Position Title	School Leavers Employment Support Coordinator
Position Reports to	Employment Support Manager
Position Leads	N/A
Location	1820 Sturt Street, Alfredton, Victoria
Employment Type	Fixed Term 6 months, Full-time

### Why are we here?

At McCallum, our purpose is to partner with our customers to create their best life. Our vision is to fulfil the unmet support needs of our community and enrich lives every day.

In our Social Enterprise, we build on this purpose and vision with our own:

**Purpose:** Create employment pathways for people with disabilities.

**Our Vision:** Social enterprise. Empowering people. Enriching community.

### How do we do this?



The School Leavers Employment Support (SLES) Coordinator is responsible for the coordination of the SLES Program. SLES offers individualised support for up to 2 years after finishing year 12 to help school leavers get ready for work and plan their pathway to employment.

In this fixed term role, you have a key accountability for reviewing the function of our program. We would like to understand the experience of our SLES participants past and present to be able to optimise our program for the future. We want to be the 'SLES Program of Choice', the place that school leavers and their supports want to come to after they finish their schooling.

In addition to the review, our SLES Coordinator also strives to achieve the following key outcomes:

1. For participants to learn skills that improve their ability to find and maintain work and provide them with a greater choice of work opportunities

2. For participants to develop and achieve personal goals related to work, work experience or work related skills
3. To enable participants take up an ongoing work placement (in a paid or volunteer capacity)
4. To enable participants to create connections within the community that assists them to find and maintain work

### How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery	<ul style="list-style-type: none"> <li>• Undertake a comprehensive review of the operations of McCallum’s SLES Program, making recommendations for enhancements and improvements to ensure optimum customer experience and work outcomes.</li> <li>• As part of this review, understand the experience of current and past SLES participants to understand if their experience met their expectations of the program.</li> <li>• Support the SLES Participant case load to develop each participant’s skills and confidence to move from school to employment.</li> <li>• Identify and understand the training and development needs of each participant</li> <li>• Develop and implement formal skills assessments.</li> <li>• Develop, review, update and coordinate the curriculum of individualised learning &amp; development including the development of training logs and calendars. Examples of training may include travel training, money handling, time management and develop resilience and stamina etc</li> <li>• Develop and implement individualised program plans to assist participants to prepare for, find and maintain jobs.</li> <li>• Source and coordinate training providers to deliver program outcomes.</li> <li>• Maintain NDIS compliance and reporting.</li> <li>• Build and maintain collaborative and partnering relationships with local business and community groups.</li> <li>• Source and implement appropriate work experience opportunities including disability targeted and open employment.</li> </ul>
Customer Experience and Quality	<ul style="list-style-type: none"> <li>• Provide positive behaviour support to supported employees as needed.</li> <li>• Promote the rights of people with disabilities in a range of settings only considering respectful, safe and meaningful work opportunities</li> <li>• Assist in providing advocacy for our participants and their families and carers as may be required from time to time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Champion our code of conduct and values acting in accordance with our policies and procedures at all times.</li> </ul>
Self-care and professional development	<ul style="list-style-type: none"> <li>• Participate in scheduled team meetings as required.</li> <li>• Participate in regular 1:1 with the Employment Support Manager.</li> <li>• Engage with the Annual Performance and KPI process, to include a professional development plan.</li> <li>• Continue to develop skills and knowledge in disability support and NDIS standards.</li> <li>• Maintain a high personal and professional standard with regard to appropriate presentation and behaviour.</li> <li>• Identify and seek appropriate resources to support your own health and wellbeing.</li> <li>• Participate in wider McCallum projects and initiatives as requested.</li> </ul>

## What do I need to be a success? (Attributes)

You will:

- Be goals and values driven, passionate about achieving the key program outcomes for participants.
- Be a genuine, team player who is accountable for their work.
- Take a collaborative and partnering approach with a customer service mindset.
- Demonstrate a high attention to detail and superior organisational planning skills.
- Take a flexible, innovative and outcome focussed approach.
- Be resourceful, with an ability to troubleshoot.
- Enjoy working autonomously whilst being part of a supportive team.

## Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- NDIS Worker Screening Check Clearance
- Right to Work in Australia
- Current Drivers License

### Essential

- Tertiary qualification in Disability, Community Services or related field.
- Demonstrated experience in a disability employment service provider highly desirable.
- Cert IV Training & Assessment highly desirable.
- Demonstrated experience in program evaluation and design, ideally in the disability or community services setting.
- Demonstrated experience in the management of program budgets.

- Possess excellent written and verbal communication skills, with the ability to facilitate training and public speak as well as prepare high quality reports, policies and training materials.
- Excellent collaboration and interpersonal skills with the ability to work in partnership with key stakeholders, participants and their carers to achieve outcomes.
- Demonstrated ability to critically analyse and identify training and capability gaps to then develop and implement effective plans to meet individual goals.
- Experience in compliance and reporting.
- Prioritises work goals and an ability to manage time effectively.

**Approval:**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CEO Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_