

Position Description

Position Title	School Leavers Employment Support Coordinator
Position Reports to	Manager McCallum Industries
Position Supervises	N/A
Location	1820 Sturt Street, Alfredton, Victoria
Employment Type	Fixed Term 12 months, Full-time
Last Updated	November 2018

Why are we here?

Purpose: We work with people who have disabilities, to create a life that works for them.

Vision: Recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

How do we do this?

By living the expected behaviour:

Value EQUITY

Demand ACCOUNTABILITY

Maintain RESPECT

Ensure INTEGRITY

Seek COLLABORATION

Practice EXCELLENCE

What is your purpose?

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.

As SLES Coordinator, you are striving to achieve the following key outcomes:

1. To enable participants take up an ongoing work placement (in a paid or volunteer capacity)
2. To enable participants to create connections within the community that assists them to find and maintain work
3. For participants to learn skills that improve their ability to find and maintain work and provide them with a greater choice of work opportunities
4. For participants to develop and achieve personal goals related to work, work experience or work related skills

How do you achieve this? (Responsibilities)

- Support the development of participant's skills and confidence to move from school to employment.
- Identify and understand the training and development needs of each participant
- Develop and implement formal skills assessments.
- Develop, review, update and coordinate the curriculum of individualised learning & 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
- Source and coordinate training providers.

- Develop and implement individualised program plans to assist participants to prepare for, find and maintain jobs.
- Maintain NDIS compliance and reporting.
- Build and maintain collaborative and partnering relationships with local business and community groups.
- Source and implement appropriate work experience opportunities including disability targeted and open employment.

What does success look like?

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

- Tertiary qualification in Disability, Community Services.
- Demonstrated experience in a disability employment service provider highly desirable.
- Cert IV Training & Assessment highly desirable.
- 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.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____