



Position Title: Job Development Officer
Classification: CPL EA - Schedule A: Job Development Officers - Level 5
Reports To: DES Coordinator

About CPL

The Cerebral Palsy League (CPL) is a non-profit organisation that provides vital support and services to more than 8,000 children and adults with disabilities in Queensland and Northern NSW.

We give our clients the freedom of **choice**, the opportunity to chase their **passion** and the support to live the **life** they choose. CPL provides services every day, at every stage of life and have been doing so for over 65 years in thousands of homes, schools, communities and workplaces.

Our Vision

An inclusive society for all people.

Our Purpose

To provide services for people with physical disability so they can lead the life they choose.

Our Difference

We have been working in your community for over 65 years. We have the expertise to deliver services to people of all ages with all levels of physical disability. We will work with you and your loved ones to maximise your independence so you can live the life you choose in your community.

The CPL Way

We are a business with a heart. Our values of client focus, respect, inclusion, integrity, excellence and courage drive us to:

- Understand the person
- Give great service
- Work together
- Find better ways

We embody The CPL Way in our daily work life by:

- Demonstrating **understand the person** by asking open questions, knowing other’s strengths and how to use them, appreciating other’s deliverables and stressors, reserving judgement and focusing on understanding.
- Demonstrating **give great service** by asking questions to clarify outcomes to be achieved and by providing options to achieve those outcomes. Identifying expected impacts of any change on internal and external clients and by focusing on how we make this happen safely and effectively.
- Demonstrating **work together** by actively seeking out information, respecting the stage of the process, looking for ways to help and enhance outcomes and understanding what others are trying to achieve.



06.03.06.30.03	August 2017	Page 1 of 3	ISO9001
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- Demonstrating **find better ways** by talking through issues respectfully, involving clients in identifying issues and designing solutions, looking beyond the sector and Australia for solutions, challenging the status quo and making it easier for clients and staff.

Mylestones Employment Services

Mylestones Employment, a CPL business initiative, supports Queenslanders with a disability or mental illness to overcome barriers and get jobs. We work with people to find long term employment that matches their skills and career goals.

Position Purpose

To perform individualised job search, marketing and placement of people with disability into employment and to support each to maintain their position.

To support continuous improvement in the business performance of Mylestones Employment Services and effectively contribute towards achievement of the organisation's vision and purpose.

Key Responsibilities

- Achieve documented key performance indicators and provide regular feedback and information in relation to the achievement of those targets to the Coordinator as required.
- Develop, document and implement high quality marketing strategies, work plans and practices and effectively use available resources to generate appropriate employment opportunities for participants.
- Gain an understanding of job requirements through task analysis and provide required support to participants in the least restrictive way possible.
- Work with employers and participants providing support to maximise integration, development and achievement of goals set out in job plans within agreed time frames and in keeping with contractual guidelines.
- Liaise with Coordinator to negotiate wage subsidy agreements with employers and organise workplace modifications or other supports as required.
- Maintain up to date and accurate files, records, complete all relevant documentation as required and ensure confidentiality of information, in keeping with CPL, contractual and legislative guidelines.
- Promote and organise job placement and relevant on-the-job support for participants where required.
- Undertakes other responsibilities as required and directed by DES Coordinator.

Supplementary Responsibilities

- Embodies The CPL Way in daily work life (see first page).
- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.





- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Organisational Relationships

- Reports directly to the Site Coordinator
- Accountable to the Mylestones Employment team
- Liaises internally with: local and head office staff, administrative teams, clients and families.
- Liaises externally with: Government staff and appropriate representatives from funding bodies, other local service providers, the public, suppliers and contractors.

Extent of Authority

- Works under general direction.
- Freedom to act is within established guidelines.
- Problems of limited difficulty are usually solved using knowledge and judgement with reference to CPL policies and procedures and assistance is available when required.

Selection Criteria

- Demonstrated experience in sales and marketing, and experience and/or ability in recruitment, job matching and placement, preferably within the disability sector.
- High-level verbal and written communication skills coupled with the ability to effectively liaise with internal and external stakeholders.
- Ability to demonstrate consultation, negotiation and problem solving skills.
- Well-developed organisational and time management skills.
- Experience in working to set targets/KPIs and the ability to focus on outcomes.
- Accurate and effective computer and record keeping skills.
- Ability to represent and promote the corporate values and directions of CPL and Mylestones Employment Services.

Additional Requirements

These do not need to be addressed in selection criteria but must be included in application:

- Eligibility to meet the requirements of a Department of Communities and Commission for Children and Young People and Child Guardian criminal history screening.
- Current 'C' class driver's licence.

