



Job Description
Division: Packaging Solutions
Position Title: Employment Consultant

POSITION: Employment Consultant
DIVISION: Packaging Solutions
REPORTS TO: Manager – DSA Employment
ISSUE DATE: April 2019

<p>Our Mission: Enabling opportunities for Choice, Inclusion and Achievement for people with disability and their families and carers</p>	<p>Our Core Values: We put people first We are one team We are all accountable We strive to always do it better We are inspired by challenges We make ethical and sustainable decisions</p>
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1. POSITION PURPOSE

- Provide vocational support to employees, within DSA's employment support framework.
- To support DSA's purpose, vision and core values.
- To support DSA's Customer Service charter.
- To support DSA's Personalisation Culture Change Framework.
- Provide a service that supports the National Standards for Disability Service.

2. DUTIES / RESPONSIBILITIES

- Provide pre-vocational support to prepare for employment including;
 - Assess employees work requirements, abilities and interests.
 - Assist employees with pre-vocational skills training.
 - Match employees to appropriate jobs and tasks, according to their interests, abilities and the needs of the job/task.
 - Assist employees to develop the skills and knowledge to work safely and effectively.
- Provide vocational support and training; assist with inducting employees to the worksite.
- Develop and deliver training, including;
 - Identifying individual employee training needs.
 - Developing individualised training plans.
 - Delivering individual and group training.
- Implement and coordinate behaviour management plan strategies.



- Maximise employee's participation in the workplace.
 - Conduct vocational analysis and assessments including;
 - Completing site assessments.
 - Negotiating required tasks.
 - Negotiation task sequencing.
 - Negotiating work-site modifications.
 - Participate in wage assessment and review processes.
 - Respond appropriately employee issues.
 - Take action to prevent escalation of any potential emergency or crisis situation
 - Employ strategies to motivate, support and encourage employees.
 - Refer employees to external services as appropriate.
 - Assist employees to address their own issues.
 - Liaise with government and non-government agencies (e.g. Centrelink, Advocacy Services, and other service providers such as health professionals)
 - Liaise with community support persons, parents, guardians, employers and co-workers of employees.
 - Conduct employee interviews and meetings.
 - Apply specialist communication techniques and skills including using techniques, aids, interpreters or referral to specialists as required.
 - Maintain employee files and relevant database.
 - Provide support to employees in line with their NDIS plan
- 3. WORKPLACE HEALTH AND SAFETY (WH&S) RESPONSIBILITIES**
- At all times work in a safe manner, and in accordance with DSA's WH&S policies, procedures and relevant work instructions.
 - Report immediately to your reporting manager any hazards that may cause a risk in the workplace.
 - Take immediate and appropriate action to eliminate or control any imminent risk observed in your workplace, and report the issue and action to your reporting manager.
 - Observe safe systems of work and apply these to all employees, contractors, service users and visitors to DSA premises and sites.
 - Immediately report any injury sustained at work, or whilst journeying to or from work, to your reporting manager. Complete the on-line register of injuries.
 - Maintain an effective working knowledge of DSA's WH&S policies and procedures.



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4. OTHER

- Adhere to the policies and procedures of the organisation and all relevant legislative requirements.
- Undertake other duties as requested by your manager.
- Participate in meetings as required.
- Participate in quality reviews as requested.
- Participate in staff training and development as required.

5. REQUIREMENTS

- Experience working with people with a disability.
- Cert IV in Disability or other relevant qualifications.
- Knowledge of the NSW Disability Service Standards.
- High level of communication, time management and administrative skills and computer skills.
- Experience in assessing, training and supporting people with a disability.
- Excellent communication and computer skills.
- NSW Drivers Licence.
- NSW Working with Children Check.

I, the undersigned, have read, understood and agree to the duties of Employment Consultant as contained in this job description.

Printed Name

Signature

Date