



## POSITION PROFILE

### **PART A: POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Employment Mentor (Level 3)</b>	<b>Location:</b>	<b>Multiple Locations in VIC</b>
<b>Group:</b>	<b>Choose and Connect</b>	<b>Reports to:</b>	<b>Employment Coordinator, Aspect Capable</b>

### **Organisation Purpose**

<b>Vision</b>	<b>Mission</b>	<b>Values</b>
The best opportunities for people on the autism spectrum	We develop person-centred solutions which are flexible, responsive and evidence-informed with people of all ages on the autism spectrum	We are passionate about people, about being positive and about what's possible

### **Team Purpose**

Aspect Choose and Connect gives people the confidence and skills to live successfully on their own terms and enjoy activities and connections within their local community. Support services are designed to help people improve self-confidence, economic and social participation, emotional resilience, physical wellbeing and extend networks and connections within the community.

### **Position Purpose**

To provide meaningful employment support to people on the autism spectrum by identifying and working towards employment goals, implementing action plans and supporting individuals in working towards milestones and develop skills to find and maintain meaningful open employment. To work with employers to raise awareness of the positive contribution people on the autism spectrum can make to the workplace and to build strong connections within the community to build awareness and create opportunities for people on the spectrum.

## Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Individual employment support	<ul style="list-style-type: none"> <li>Participants are recognised as valued and unique individuals. Every effort is made to support participants by understanding their individual strengths, areas of development and interests.</li> <li>Promote positive understanding of autism and actively apply strengths-based principals and strategies to help participants prepare for and find meaningful employment</li> <li>Build and maintain trustworthy, consistent and positive relationships with participants</li> <li>Assist participants to identify person-centred employment goals, implement action plan to work towards milestones and apply for meaningful open employment and facilitate support for both the participant and employer where necessary</li> <li>Proactively support and communicate with participants outside of sessions</li> <li>Coordinate meetings with participants on a regular schedule that complies with each participant's individual requirements</li> <li>Assist participants with placements in voluntary and work experience programs as required</li> <li>Maintain accurate employer files on both paper and/or electronic format via Carelink</li> <li>Conduct administrative work in relation to support such as 'session follow-up' emails and completing any action requirements from the meeting</li> <li>Be knowledgeable of Aspect services to refer and recommend additional services to clients</li> <li>Assist and support participants on the job where required</li> <li>Undertake other duties as directed.</li> </ul>	<ul style="list-style-type: none"> <li>Participants' evaluation of the Mentoring Support provided is 3 or above on the helpfulness rating.</li> <li>Participants' evaluation reports they are likely to recommend the service.</li> <li>Mentor receives satisfactory or above approval rating from participant for service provision.</li> <li>Aim to place 50% of caseload in meaningful employment – paid or voluntary.</li> <li>Parent/Carer report satisfaction with service provided</li> <li>Performs reviews for quality purposes after every 3 months</li> </ul>

Stakeholder Relationships	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships with participants, their families and/or carers</li> <li>• Maintain communication between participant, Aspect Capable Employment Coordinator, parents, health professionals and other interested parties to ensure all parties are fully informed about participant service provision and operational activities</li> <li>• Stakeholders have the communication and information required to meet the Participants needs and choices</li> <li>• Ensure that participant, parent and Aspect Capable Coordinator is kept regularly electronically updated on all progress with participant, including advocacy and marketing</li> <li>• To build the service by raising awareness of the program, tapping into the community and different organisations.</li> <li>• To nurture current relationships with stakeholders ensuring to meet targets/requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Develop at least 3 new connections with employers and organisations to engage with and create opportunities</li> <li>• Positive relationships are created and maintained with all stakeholders and the valued status of participants is evident in all communications</li> </ul>
Program Operations	<ul style="list-style-type: none"> <li>• To answer and record enquiries</li> <li>• Update and maintain documentation and records on Carelink as required to enable superior program delivery i.e. file notes, rostered shifts, communication diary, data collection</li> <li>• To facilitate workshops and training</li> <li>• Ensure all employer records are kept and maintained</li> <li>• Maintain employer database for all future marketing activities and provide regular updates on contact database directly to the Aspect Capable Coordinator</li> <li>• Undertaking initial assessments/consultations for new participants or participants who wish to have an assessment only</li> <li>• Attend regular Supervision meetings with Aspect Capable Coordinator to discuss participant progress and receive feedback</li> <li>• Session follow-up emails are completed promptly</li> <li>• Contribute to the development of mentoring resources and</li> </ul>	<ul style="list-style-type: none"> <li>• All participant records are up to date, both on Carelink and hard files</li> <li>• Perform participant reviews and evaluation every 3 months</li> <li>• Appropriate Program documentation and forms are completed in a timely, accurate and professional manner</li> </ul>

	<p>save to the network drive and use downtime to develop new resources in response to participant needs and share with colleagues</p> <ul style="list-style-type: none"> <li>• Provide feedback on participant needs that impact on delivering a quality service</li> <li>• Adhere to quality assurance controls and processes that enables a culture of continuous improvement</li> </ul>	
Teamwork	<ul style="list-style-type: none"> <li>• Demonstrate and model appropriate professional behaviours and encourage the same of other team members</li> <li>• Actively contributes to the successful operations and improvements of the program</li> <li>• Be an active participant in team meetings</li> <li>• Attend all required professional training</li> <li>• Put forward ideas and contribute to planning and reviewing activities, programs and plans for participants</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and be actively involved all required team and supervision meetings</li> <li>• Engages in regular communication with manager and team</li> </ul>
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> <li>• Take Reasonable care for own health and safety</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements</li> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect.</li> <li>• Exercise duty of care in the health, safety and welfare of participants and ensure they are treated with dignity and respect</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> <li>• Follow relevant manual handling guidelines and procedures i.e. when utilising equipment, participant support</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> <li>• Understand and adhere to Aspect's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Completes and passes all mandatory learning modules</li> <li>• Hazards, incidents or risks are reported and appropriately acted upon</li> <li>• Work, Health &amp; Safety matters are raised as part of regular meetings</li> <li>• All safety procedures are actively followed</li> </ul>

## PART B: POSITION CRITERIA

<b>Position Criteria</b>	Capabilities	<b>Collaboration</b>	Working effectively with others in Aspect (outside the line of authority) such as peers to accomplish Aspect and school goals and to identify and resolve problems.
		<b>Teamwork (Co-operation)</b>	Active participation in and facilitation of team effectiveness; taking actions that demonstrate consideration of the feelings and needs of others and being aware of the effects of your behaviour on others.
		<b>Planning and Organising</b>	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources
		<b>Tolerance for Stress</b>	Maintaining a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations).
		<b>Technical/Professional Knowledge</b>	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.
	Knowledge & Experience	<ul style="list-style-type: none"> <li>• Demonstrated understanding and commitment to working with people who have a disability</li> <li>• Proven ability to build rapport and maintain effective relationships with job seekers towards gaining and maintaining sustainable employment opportunities.</li> <li>• Ability to manage time and workloads effectively</li> <li>• Ability to identify and provide solutions to meet the needs of job seekers in overcoming barriers to employment</li> <li>• Demonstrated knowledge of autism.</li> <li>• Highly developed interpersonal skills and strong verbal and written communication skills</li> <li>• Demonstrated experience in working independently and autonomously</li> <li>• Demonstrated intermediate computer skills, including Microsoft Office applications</li> </ul>	
	Qualifications	<ul style="list-style-type: none"> <li>• Tertiary qualification in Welfare, Social Science or Disability Studies or similar.</li> <li>• Certificate IV Employment Services an advantage, but not essential</li> </ul>	
	Job Requirements (desirable)	<ul style="list-style-type: none"> <li>• Provide support for people with disabilities to have success in their employment.</li> <li>• Experience working in recruitment or disability employment services and marketing candidates with disabilities to employers</li> <li>• Proven ability to place participants into employment and to maintain sustainable employment</li> </ul>	

		outcomes is desirable
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### ***PART C: APPROVED BY***

Position Approved by: \_\_\_\_\_ (Date) \_\_\_\_\_

### ***PART D: ACKNOWLEDGEMENT OF INCUMBENT***

I have read and understood the requirements of the position

Name: \_\_\_\_\_ (Date) \_\_\_\_\_