

POSITION DESCRIPTION

Position Title:	Employment Pathways Practitioner
Business Unit:	Community & Pathways
Business Division:	Employment Pathways
Reports To:	Team Leader Employment Pathways
Classification:	Victorian Disability Services (NGO) Agreement 2019. Level 3.
Date Prepared/Updated:	May 2022

The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had & adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

genU's Employment Pathways team draws upon its dedicated & experienced workforce who have specialist expertise in both employment & facilitating social inclusion to tailor innovative & creative supports to suit the needs of individuals along their journey to employment.

Position Purpose

The Employment Pathways Practitioner will oversee a series of activities that can be packaged into 'employment pathways' options for people with a disability. The activities may include assessing the pre-employment & employment needs of people with a disability, assisting with employment related capacity building, preparing them for work, assisting them to achieve employment & supporting them to maintain employment. This may be completed with individuals or within a group.

Key Accountabilities of Role

- Using the genU customised employment model of service delivery, support people with a disability to work towards their employment related goals.
- Alongside participants, & other key supports, develop, update, & review individualised discovery & employment plans for each participant to work towards their goals in line with their needs.
- Develop, design, coordinate & support Participants with a range of capacity building supports & activities to work towards their goals. These supports & activities can be in small groups or individually, & within a variety of genU, community, & workplace settings.
- These activities may include, but not be limited to:
 - Discovery, goal setting & action planning & steps to achieve goals
 - Employment preparation, hard & soft skills training & confidence building
 - Job skills analysis, employment & skills assessment & counselling
 - Mentoring & on the job coaching for volunteering, work experience or paid work with both small groups & individuals
 - Employer engagement for purposes of volunteering or work experience.
 - With support, assist with employment in open employment
 - Post placement support to participant & employers
- Identify, source, & establish ongoing relationships with local employers for the purpose of both work experience & employment opportunities for participants.
- With guidance, complete comprehensive pre assessments for participant placements or employment that assess needs of both participants & employers.
- With guidance, assist with connections to a variety of other supports. These would include, but not be limited to; DES, Centrelink, variety of Allied Health, Justice etc.
- Provide support & advice to employers regarding providing work experience or paid employment opportunities to people with a disability.
- With guidance, assist participants with workplace supports, including but not limited to, Job Access, Supported Wage Systems, Workplace Modifications application/s etc.
- Complete all administrative requirements, including file notes, plans, reports etc.
- Ensure all participant file notes & rosters are completed as required, including staff minimum billing hours & utilising the funding allocated to the participant.
- Where required, assist participants with personal, self-care & medication management; use appropriate manual handling, follow behavior, medication, or other support plans.
- Support & provide secondary consultation to other team members as required.
- Adhere to all genU Policies, Procedures, Work Instructions, & legislative requirements.

Key Working Relationships:	<p>Internal: Employment Pathways Management & staff Other Community & Pathways divisional staff & managers Contact team Matchworks teams</p> <p>External: Clients, family members & advocates Employers National Disability Insurance Agency Staff Local Area Coordinators Registered NDIS providers Disability & Mental Health Community Services Community & Mainstream Services</p>
Key Selection Criteria & Qualifications:	<p>Qualification:</p> <ul style="list-style-type: none"> ▪ Minimum Certificate IV in disability, community services, employment services or a related field <p>Essential:</p> <ul style="list-style-type: none"> • NDIS Screening Workers Check • NDIS Worker Orientation Module Certificate of Completion • Strong commitment to inclusion of people with disabilities within the community • Excellent communication skills & the demonstrated ability to engage a wide range of stakeholders • Strong time management skills, flexibility, self-motivated & able to work independently with minimal supervision. • Excellent computer skills including familiarity with MS applications – word, outlook, excel & databases. • Proven ability to prepare & present written & verbal reports. • Willingness to subscribe to the GenU mission & values. • Maintenance of a current first aid certificate & other mandatory training according to genU policy. • Satisfactory completion of Police Check/s • Working with Children Check • Ability to transport participants as required, current driver's license, car & fully comprehensive insurance. <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience working in disability or a similar field • Previous experience working within the employment sector • Experience working with people from culturally & linguistically diverse backgrounds • Experience working within the NDIS &/or DHHS environment • Experience dealing with challenging behaviors

Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission & Values & will bring a collegial approach to the genU workforce & incorporate these values & behaviours.</p> <p>genU values diversity & encourages applications from Aboriginal & Torres Strait Island, people with disabilities & from culturally & linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
General Information:	<p>Employment terms & conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature & level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties & skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility & will reasonably consider requests for flexibility to balancing work, life & family needs.</p>