



## MARILLAC POSITION DESCRIPTION

### EMPLOYMENT ENGAGEMENT COORDINATOR

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Position Title:	Employer Engagement Coordinator
Location:	Frankston
Reports to:	Employment Manager
Date Prepared:	8 February 2017
Prepared By:	Employment Manager
Approved by:	Chief Operations Officer

#### Position Purpose

Employer Engagement Coordinators work proactively with employers and the business community to generate and negotiate suitable employment opportunities for job seekers.

#### Reporting Relationships

Employer Engagement Coordinators report to and are supervised by the Employment Manager.

#### Role Overview

Employer Engagement Coordinators generate employment opportunities using two strategies:

1. Reverse marketing, whereby potential employers are contacted directly ("cold calling") by telephone and/or face to face; and
2. Establishing and developing productive relationships with employers, business networks and other industry, government and community organisations.

#### Duties

Day to day duties and responsibilities include:

- Reverse marketing to employers to identify and/or negotiate specific job opportunities that match the skills, abilities and preferences of individual nominated job seekers. (Performance indicators and targets reflect and quantify this responsibility.)
- Engaging with employers and the business community to cultivate productive relationships and networks.
- Promoting and negotiating subsidies, modifications, on-site support and other assistance for employers.
- Supporting job seekers throughout the recruitment process, including accompanying them in interviews and orientation/induction.
- If agreed with the Employment Manager, developing, documenting and implementing a marketing plan for proactively engaging with, and promoting the service to, employers, business networks and other industry, government and community organisations.
- Communicating effectively with other staff and upholding and promoting constructive team work.

Other related duties as advised by the Employment Manager.



#### No tolerance of Mistreatment, Abuse, Neglect and Exploitation (MANE)

Marillac maintains a zero tolerance policy of mistreatment, abuse, neglect and exploitation of people supported and staff. Marillac has systems to protect vulnerable people from mistreatment, abuse, neglect and exploitation and will take all allegations and concerns very seriously, responding to them consistently in line with the organisation's policies and procedures.

#### Rights Protection and Promotion

Marillac will uphold the right of people supported to exercise their human and civil rights. The organisation will recognise and support a human rights based approach to services for people with disability, enabling people supported to exercise as much choice and control as possible over their life.

#### Health, Safety & Environment Responsibilities (HSE)

Marillac takes very seriously our shared responsibility for the health and safety of all staff, people we support, contractors and visitors to our facilities. The person in this role will actively support and participate with all relevant Occupational Health, Safety and Environmental legislation, codes of practice, compliance to standards, policies, operating procedures and work instructions, and will be actively involved in maintaining Marillac's OHS operating systems and procedures.

#### Essential attributes

- Ability to effectively communicate and persuasively engage with a wide range of people, including employers, business leaders, co-workers, and people with a disability and their family members and advocates.
- Commitment to support people with a disability to achieve durable and meaningful employment outcomes.
- Ability to persuasively encourage employers to pursue the benefits and advantages of including people with disabilities in their workforce.
- Enthusiasm for promoting people with disabilities as valued and productive workers.

#### Experience

Experience promoting community or disability services to employers and business networks is preferred but not essential.

Experience working with people with a disability is preferred but not essential.



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#### Qualifications

No particular qualifications are required for this position. Related qualifications (community services, marketing, disability services) may be beneficial.

#### Essential Personal Qualities

1. Commitment to upholding the rights and service needs of persons with a disability.
2. Commitment to empowering people with disabilities to achieve their goals.
3. Commitment to the implementation of the Marillac Strategic Plan.

#### Terms and conditions

Specific terms and conditions will be detailed in the letter of offer. Broadly the terms and conditions relevant to this position include:

- Casual, part time or full time arrangements may apply, according to service requirements
- Salary packaging is available
- Current driver's license is required
- Current police check and Working With Children Check are mandatory prior to commencement

#### Agreement

I understand and agree to the requirements of this position as above.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The purpose of a position description is to provide a job summary that can be used to help activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other Marillac documents such as letters of appointment, lists of duties, policies and procedures, codes of practice and other materials that provide details about what is to be achieved and how the job is to be performed.

Many jobs evolve over time, so position descriptions need to be reviewed regularly (for example at the annual performance discussion) and updated where there have been significant changes to any elements.