# Position Description

# Employment Consultant

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

The key purpose of this position is to assist clients to gain and maintain sustainable employment in accordance with the performance, compliance and quality requirements of Vision Australia, the Department of Social Services (DSS) and the Disability Employment Services program (DES).

## Context

Vision Australia Employment services are provided for clients, in consultation with carers and families (where relevant). Strategies used to assist clients to access employment include career planning, vocational assessment, jobsearch, job matching, coaching, reverse marketing, interview skills training and coordinating worksite assessments and workplace modifications funding.

Employment services may be delivered across sites to provide outreach services in remote areas and to meet client need across regions. Services are also provided to employers and other relevant third parties in the community setting.

## Principle Responsibilities

* Provide face to face assistance to place employment candidates into suitable jobs including resume writing skills and interviewing skills training/support;
* Undertake reverse marketing of clients to potential employers;
* Assist and encourage jobseekers to apply for advertised job vacancies;
* Achieve key performance indicators and targets as set by Vision Australia or outlined in the funding agreement;
* Employer canvassing (e. g cold and warm canvassing, reverse marketing, telemarketing activities);
* Promote and represent Vision Australia and the client;
* Meetings and presentations to external networks regarding Vision Australia Employment Services;
* Actively participate in team meetings to share and obtain information;
* Maintaining regular contact with the new workers/employers;
* Monitor and maintain accurate, up to date client records in accordance with professional standards, Vision Australia policy and procedures and relevant legislation;
* Maintain an employer data base;
* Adhere to National and State policies and procedures of the Department of Social Services and Vision Australia for delivering Employment Services under the Disability Employment Services program (DES);
* Undertake continuous professional development including keeping up to date with new DES National and State guidelines, processes and maintaining skills & knowledge levels;
* Work collaboratively and proactively with Employment Services Team and local service delivery staff to provide transdisciplinary, holistic services for Vision Australia clients;
* Other duties as required by the Manager;
* Maintain asafe workplace by reporting all safety incidents, hazards and near misses to your manager as soon as possible.

**Key Performance Indicators**

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* A tertiary degree in Human Resources or Disability Services and/or relevant experience equivalent to the degree
* Certificate IV in Training and Assessment or willingness to obtain (highly desirable)
* Experience in recruitment and selection, vocational assessment and career planning
* A good understanding of current government initiatives in relation to employment services
* Ability in establishing and building positive working relationships with all levels of staff, clients and external stakeholders and promoting services.
* Excellent interpersonal and written communication skills
* Ability to work as part of a multidisciplinary team or independently as required
* Highly effective time management, organisational and planning skills
* Well-developed analytical and problem-solving skills.
* Strong communication and negotiation skills in order to obtain employment opportunities for people who are blind or vision impaired
* Ability to collate, produce and present information including statistical data in a coherent, logical and detailed manner
* Advanced skills in Microsoft applications and the internet

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time.

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

**Vision Australia environment**

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check, a Working with Children Check and NDIS Screening Check.

## Role Scope

**Reports to:** National Employment Manager

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END