

BIZLINK

ADVICE FOR APPLICANTS

Thank you for your interest in this position. Please ensure you read the job description and the selection criteria.

APPLICATIONS

Your application should include:

- A statement addressing each of the selection criteria, including demonstrated skills and examples of work performance. Please be concise and factual, no more than **4 pages**, no smaller than **12-point font** and stapled
- Resume or Curriculum Vitae, which provides your personal details, qualifications and work history
- The names and contact details of two referees – recent employers preferred

INTERVIEW SELECTION

Applications will only be considered for an interview if the selection criteria have been appropriately addressed.

An interview will only be offered if you are able to clearly demonstrate that you meet all the essential selection criteria for the position.

INTERVIEWS

Interview questions are based on the selection criteria. You will be required to provide examples of work situations where you applied the required knowledge, skills and abilities. A selection panel will take notes to assist in recalling your details when making its decision.

OTHER INFORMATION

A National Police Clearance certificate and a Working with Children Check will be required if you are the successful applicant. BIZLINK's Policy on Police Checks for Employees and Volunteers is available on request.

LODGING YOUR APPLICATION

Post	Email	Hand-deliver
The Managing Director BIZLINK PO Box 284 Joondalup WA 6919	bizlink@bizlink.asn.au Put position applied for in subject box e.g. Job Application Support Coordinator	BIZLINK 9/87 McLarty Avenue Joondalup WA 6027

All applications are to be addressed to the Managing Director and must reach BIZLINK by no later than 5.00 p.m. on the closing date. Late applications will not be accepted.

ENQUIRIES

For information about the actual duties and the nature of the position, or progress of the selection process, please telephone 9300 2144 or email bizlink@bizlink.asn.au queries will be directed to the relevant line manager.

BIZLINK APPLICATION FOR EMPLOYMENT

Name:			
Position Applied For:			
Employment Basis:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Permanent <input type="checkbox"/> Casual <input type="checkbox"/>

PERSONAL DETAILS			
Address:			
Home Phone:		Mobile:	
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of Birth (optional):			

DRIVER'S LICENCE	
Do you have a current driver's licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any driving convictions (not infringements)? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you provide your own vehicle if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

OTHER	
Are you an Australian Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of any offence, in any court? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you agree to a National Police Clearance and Working with Children Check? Please note these are essential to employment at BIZLINK	Yes <input type="checkbox"/> No <input type="checkbox"/>
To the best of your knowledge are you of sound health? If no, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you take any medication that may affect your ability to do the job? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
A disability or injury is not a barrier to employment. However, to assist you in your placement please indicate: Do you have a disability or injury that is likely to affect your work performance? If yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES		
Contact Name	Employer	Contact #

DECLARATION			
I declare the above statements to be true in all respects. I acknowledge that any information which is found to be false or misleading may lead to dismissal.			
Signature:		Date:	

BIZLINK

SALARY INFORMATION

WAGE

Employees of BIZLINK are employed under a Common Law Contract, competitive wages are offered with reference to industry benchmarks.

PROBATION

A three month probation period is utilised to ascertain the skills and ability to perform the requirements of the position. Dismissal of the employee during this period is exempt from the termination of employment provisions.

SALARY RANGE

Please refer to advertised vacancy.

SALARY SACRIFICE

Upon receipt of a Salary Sacrifice Payroll Deduction Authority signed by the employee, BIZLINK may deduct an amount from the employee's gross salary, to be applied as directed by the employee in accordance with the Salary Sacrifice Payroll Deduction Authority, provided that the benefit does not exceed the grossed up value of \$30,000 per annum.

The employee's entitlement to salary sacrifice is as per the Contract of Employment.

INCREMENTAL PROGRESSION

At the conclusion of each 12 month period following the anniversary of employment, you may be eligible for incremental progression if on assessment, it is determined that:

- You have given satisfactory performance over the preceding 12 months; and
- You have acquired and are required by the employer to utilise new and/or enhanced skills.

MOTOR VEHICLE

A motor vehicle may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Motor Vehicle Use. A copy of the policy is available on request. A Motor Vehicle Employee Contribution of \$85.00 pre tax per fortnight is payable for private use.

MOBILE PHONE

A mobile phone may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Provision and Use of Information Technology. A copy of the policy is available on request.

MOBILE BROADBAND

Mobile broadband may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Provision and Use of Information Technology. A copy of the policy is available on request.

COMPUTER

A computer may be available for use by the employee, strictly in accordance with, and subject to adherence to, the terms and conditions of BIZLINK's Policy on Provision and Use of Information Technology. A copy of the policy is available on request.

BIZLINK CHARTER AND VALUES

CHARTER

Quality employment for people with disability

VALUES

People with disability:

Have a right to work in open employment regardless of the extent or severity of their disability

Must play a central role in planning their own careers, in conjunction with their families and significant others

Have a right to receive individualised support to become competent and valued employees

Have a right to a fair day's pay as have employers a right to a fair day's work

Need only the desire to work, support from significant others, realistic career choice and access to training and support to succeed in open employment

Have a right to privacy, confidentiality and respect in all their dealings with the agency

BIZLINK

SELECTION CRITERIA

SUPPORT COORDINATOR

ESSENTIAL

- A strong commitment to BIZLINK's values
- Ability to work autonomously and as part of a team
- Excellent written and verbal communication and interpersonal skills
- Effective problem solving and organisation skills
- Ability to work flexible hours
- Current driver's licence

DESIRABLE

- Experience working with people with disability
- Experience in training
- Relevant training and qualifications

BIZLINK

JOB DESCRIPTION

Position:	Support Coordinator
Line Manager:	Support Manager
Key Responsibility:	Supporting consumers to maintain quality employment and undertake vocational development activities. Maintaining employer partnerships and positively promoting BIZLINK and our consumers.

1. JOB SUPPORT

- 1.1 Liaises with the Support Manager regarding planning and priority of activities to ensure alignment with Support Team needs and BIZLINK's strategic objectives.
- 1.2 Establishes a positive working relationships with employers, co-workers, consumers and their support network, as appropriate, ensuring suitable levels of contact are maintained.
- 1.3 Ascertains consumer skills, abilities, interests, needs and aspirations and implements on and off-site strategies and interventions to build work-related skills and achieve other goals. Maintaining Employment Assistance Plans which reflect these activities and that are current and relevant to individual needs.
- 1.4 Assists consumers to link in with or maintain existing programs and community supports as appropriate and works collaboratively with such supports as appropriate e.g. schools, mental health, training organisations, community groups.
- 1.5 Utilises co-worker training and natural supports to promote worker independence, integration and social inclusion.
- 1.6 Assists consumers with transport training, vocational development activities, education and training and any other activity related to job readiness, job retention and / or career development.

2. CAREER DEVELOPMENT

- 2.1 Assists consumers to develop career paths by organising and supporting activities that develop work-related skills including education, training and work experience.
- 2.2 Looks for and takes advantage of employment opportunities including repeat business, ensuring that priority job seekers are considered and job-match is the key to selection.
- 2.3 Liaises with the Job Search Team regarding career and vocational development activities and selecting consumers for suitable vacancies.

BIZLINK

JOB DESCRIPTION

3. GENERAL

- 3.1 Performs all duties in a manner commensurate with BIZLINK's values and the Disability Services Standards; represents BIZLINK and people with disability in a positive and professional manner.
- 3.2 Undertakes all activities as detailed in the Policies and Quality Procedures Manual, including: maintenance of records that evidence activities; any reporting requirements; updating data bases.
- 3.3 Builds a positive team spirit, works collaboratively across departments and balances the needs of the team with individual responsibilities.
- 3.4 Attends Staff and Support Team meetings and other meetings or functions as required.
- 3.5 Participates in research, staff training and consultancies as required.
- 3.6 Takes appropriate action following any reported complaint or direction from management.
- 3.7 Performs any other job related duties as directed by management.

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Signed - Support Coordinator

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Date

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Authorised – Managing Director

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Date