



Job Search Coordinator and Support Coordinator

Joondalup or Rockingham

BIZLINK is dedicated to securing and maintaining quality employment for people with disability and assisting employers who want to benefit from an inclusive and diverse workforce. BIZLINK has positions in our Job Search and Support departments. Experience working with people with disability is not essential, we require people who share our values and want to be part of a supportive team that is committed to quality employment. Work-based training is provided, qualified applicants, such as, Occupational Therapy, Psychology graduates, people with a promotions or HR background are also encouraged to apply.

Job Locations: Joondalup or Rockingham

We are developing our service to the Central and West Employment Service Area (ESA) from our new Rockingham site and expanding established services in the North ESA from our Joondalup site.

Salary Package: \$55K - \$65K + vehicle

- Wage \$36 – \$47K, Plus: 9% superannuation, 17.5% leave loading, salary sacrifice & performance incentives
- Plus vehicle, laptop with wireless broadband & mobile phone, private use as per policy

Job Search Coordinators locate and secure quality employment for people with disability; they have excellent negotiation skills and work collaboratively in a team that strives to exceed organisational targets. They have the ability to build relationships with employers and the skill to appropriately match job seekers to open vacancies or to create individualised jobs.

Support Coordinators assist people with disability both on and off-site with employment-related training, work experience and employment. They are flexible, have training skills, can implement a variety of support techniques and work well in a team and autonomously. They can address the holistic needs of people with disability whilst attending to employer's quality and quantity expectations in a variety of worksites.

Applications are to address the **Selection Criteria** in the information package available from "News & Info" page at www.bizlink.asn.au or by phoning 9300 2144.

Applications close 5.00 p.m. Monday 29 March 2010.