

BIZLINK JOB DESCRIPTION

Position: Employment Coordinator

Manager: Site Manager

Key Responsibility: Job seeker referral, registration and capacity building activities. Supporting job seekers to build work capacity and job readiness to secure quality employment. Developing and maintaining referral sources.

1. REGISTRATION / REFERRAL

- 1.1 Completes registration activities in accordance with procedures, policies, objectives and contract requirements.
- 1.2 Assists in the development of promotional material and participates in publicity and networking activities.
- 1.3 Develops and maintains referral networks and maintains contact with potential and existing referral sources e.g. schools, community services, mental health services, training and apprenticeship organisations, government services.

2. JOB READINESS / JOB SEARCH

- 2.1 Collaborates with the Site Manager regarding planning and priority of activities to ensure alignment with Job Search Team targets and strategic objectives.
- 2.2 Establishes positive working relationship with job seekers and their support network as appropriate, maintains suitable contact.
- 2.3 Develops and maintains relevant business networks and maintains contact with potential and existing employers
- 2.4 Ascertains job seekers skills, abilities, interests, barriers and aspirations and implements individualised strategies and interventions to build work-capacity and job readiness. Maintains current Job Plans which reflect these activities.
- 2.5 Assists job seekers to link in with or maintain existing programs and community supports and works collaboratively e.g. schools, mental health and other services, training organisations, community groups.
- 2.6 Locates and secures quality employment for job seekers as per targets set by management.
- 2.7 Assists job seekers to: prepare and update resumes; complete job applications; prepare for and undertake interviews; apply for and undertake vocational development activities.
- 2.8 Assists with the promotion of individual job seekers to employers and utilises Traineeships or Apprenticeships; job creation and/or modified job descriptions; incentives and other initiatives (e.g. SWS, Wage Subsidy, DAAWS) where appropriate to meet the individual needs of job seekers and employers.
- 2.9 Liaises with the Site Manager regarding priority, logistics, support matters and organisation for job starts and vocational related activities.

3. GENERAL

- 3.1 Performs all duties in a manner commensurate with BIZLINK values and the National Standards for Disability Services; 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, 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 sites and balances the needs of the team with individual responsibilities.
- 3.4 Attends 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.

Employee Name (Printed)	Signature	Date

NOTE: when acknowledged in Employment Hero (EH) you do not complete the signature panel. EH provides electronic approval.