

BIZLINK

JOB DESCRIPTION

Position:	Job Search Coordinator
Manager:	Site Manager
Key Responsibility:	Locating and securing quality employment for job seekers. Promoting and marketing BIZLINK and our job seekers. Developing and maintaining employer networks.

1. JOB SEARCH

- 1.1 Collaborates with the Site Manager regarding planning and priority of activities to ensure alignment with Job Search Team targets and the strategic objectives of BIZLINK.
- 1.2 Establishes a positive working relationship with job seekers and their support network as appropriate, ensuring suitable levels of contact are maintained.
- 1.3 Ascertains job seekers skills, abilities, interests, barriers and aspirations and implements strategies and interventions to build work-capacity and job readiness. Maintaining Job Plans which reflect these activities and that are current and relevant to individual needs.
- 1.4 Assists job seekers 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 and other health practitioners, training organisations, community groups.
- 1.5 Locates and secures quality employment for job seekers as per targets set by management and selects suitable job seekers for vacancies.
- 1.6 Assists job seekers to: prepare and update resumes; complete job applications; prepare for and undertake interviews; apply for and undertake vocational development activities.
- 1.7 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 the requirements of employers.
- 1.8 Provides feedback to the Site Manager and the Job Search Team on the status of job seekers and other activities.
- 1.9 Liaises with the Site Manager regarding support matters including priority, logistics and organisation for all job start and vocational related activities.

2. MARKETING

- 2.1 Assists in the development of promotional material and participates in publicity and networking activities.
- 2.2 Develops and maintains relevant business networks and maintains appropriate contact with potential and existing employers.
- 2.3 Assists with the maintenance of referral networks and maintains appropriate contact with potential and existing referral sources.

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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 a 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 Staff and Job Search 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.

Employee Name (Printed)	Signature	Date
Authorised by Managing Director Brian Park		