

# BIZLINK JOB DESCRIPTION

**Position:** Support Coordinator

**Manager:** Site Manager

**Key Responsibility:** Supporting clients to maintain quality employment and undertake vocational development activities. Maintaining employer partnerships and positively promoting BIZLINK and our clients.

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## 1. JOB SUPPORT

- 1.1 Liaises with the Site Manager regarding planning and priority of activities to ensure alignment with Support Team needs and the strategic objectives of BIZLINK. Provides feedback to the Site Manager and the Job Support and Job Search Teams on the status of clients and other activities.
- 1.2 Establishes positive working relationships with employers, co-workers, clients and their support network, as appropriate, maintaining suitable levels of contact.
- 1.3 Ascertains client skills, abilities, interests, needs and aspirations and implements individualised on and off-site strategies and interventions to build work-related skills and achieve other goals. Maintains current Job Plans which reflect these activities.
- 1.4 Assists clients to link in with or maintain existing programs and community supports and works collaboratively e.g. schools, mental health and other health services, training organisations, community groups.
- 1.5 Utilises co-worker training and natural supports to promote worker independence and inclusion.
- 1.6 Assists clients 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 clients 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 clients for suitable vacancies.

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