

SELECTION CRITERIA

National Disability Co-ordination Officer

Essential

Knowledge of, and ability to liaise effectively with, disability networks and stakeholders

Ability to communicate effectively with, and provide assistance to, people with disabilities

Commitment to contemporary post-secondary education and employment services for people with disabilities

Capacity to undertake the activities specified in the Job Description

High level interpersonal, communication and public speaking skills

Current driver's licence and willingness to travel to regional areas

Experience in managing resources to achieve desired outcomes

Knowledge of issues of relevance to people with disabilities

Well developed planning and organisational skills

Sound research and report writing skills

Appropriate Police Clearance

Desirable

Commitment to ongoing professional development

Relevant Tertiary qualifications

Research and reporting skills

Post-secondary qualification

Good presentation skills

EDGE EMPLOYMENT SOLUTIONS

JOB DESCRIPTION

Position: **National Disability Co-ordination Officer (NDCO)**

Responsible to: Managing Director

Overall Responsibility: Co-ordinates the NDCO program in the allocated region in accordance with the Department of Education (DOE - Federal) Program Guidelines, Funding Contract and Schedule.

1. MANAGEMENT AND ADMINISTRATION

- 1.1 Participates in strategic and operational planning for the NDCO program.
- 1.2 Co-ordinates the allocated region on behalf of EDGE Employment Solutions.
- 1.3 Completes administrative tasks required by the NDCO program.
- 1.4 Ensures required records on co-ordination activities are maintained.
- 1.5 Prepares reports for DOE.

2. TRANSITION AND PARTICIPATION

- 2.1 Coordinates services that facilitate transitions and participation in Tertiary Education and subsequent employment for people with disability.
- 2.2 Facilitates collaboration between school and tertiary education disability networks and local service networks to assist appropriate transition to and participation in further education, training and/or subsequent employment.
- 2.3 Establishes networks where appropriate to assist people with disability make decisions based on an improved understanding of their rights and entitlements, supports available, educational options and pathways to employment.
- 2.4 Promotes employment, Vocational Education and Training (VET) and/or University education to people with disability, their families and support networks.
- 2.5 Provides information on courses and support services available in employment, VET and/or higher education institutions to prospective job seekers, students with disability and relevant stakeholders.
- 2.6 Facilitates sharing of resources for people with disability in employment, education and training within the region.
- 2.7 Provides information on sources of expertise, or otherwise provides expertise in the range of supports available to people with disability.
- 2.8 Refers students and job seekers with disability to appropriate agencies.
- 2.9 Provides information to relevant government bodies as appropriate.
- 2.10 Manages and updates the NDCOWA and Careertips web-sites and responds to individual enquiries as they arise.

3 . GENERAL

- 3.1 Participates in meetings and functions as required.
- 3.2 Participates in research activities as required.
- 3.3 Participates in formal staff training as required.
- 3.4 Files information appropriately and maintains confidentiality.
- 3.5 Performs any other job-related duties as directed

Signed: _____
 Managing Director

_____ Date

EDGE Employment Solutions

**POLICY ON
CRIMINAL SCREENING OF
EMPLOYEES AND VOLUNTEERS**

Effective Date: July 2014

1. BACKGROUND

EDGE Employment Solutions is a non-profit organisation established for the purpose of assisting people with disability to establish careers of their choosing in open employment.

Work practices focus on assisting people with disability to obtain and maintain employment. The development, implementation and monitoring of work practices is achieved through consultation with employees, registrants, their families, employers and other stakeholders. Ultimately, service delivery is dependent on funding from external sources, primarily the Federal Government.

2. PURPOSE AND SCOPE

The purpose of this policy is to safeguard the agency and registrants against recruiting employees or volunteers who have been convicted of criminal offences that would raise reasonable doubts about their suitability to provide care and support to people with disability. The policy recognises the agency's legal and moral duty of care obligations to registrants under Standard 1 and 6 of the National Standards for Disability Services.

3. POLICY STATEMENT

All field employees will produce a satisfactory National Police Clearance and Working with Children Check Card prior to being offered permanent employment with the agency.

4. PROCEDURES

EDGE Employment Solutions will:

- Inform all prospective applicants for positions with EDGE that they will be required to provide a satisfactory National Police Clearance less than one month old before issuing a letter of offer to a new employee.
- Inform all prospective applicants for positions with EDGE that they will be required to provide a valid Working with Children Check Card before being offered permanent employment.
- Require short-listed applicants to provide documentary proof of identity, such as a passport or driver's licence, before issuing a letter of offer to a new employee.
- If the recommended applicant has resided in other countries within the past five years, require them to supply a federal police clearance. These costs will also be reimbursed if the recommended applicant is subsequently appointed.

- If the recommended applicant has any recorded criminal convictions, make a determination as to whether the specified conviction would be likely to place registrants at any risk or breach of EDGE's duty of care obligations based on:
 - the relevance of any conviction to the position sought.
 - the nature of the offence.
 - the recency of the offence.
 - the circumstances under which the offences were committed.
 - whether the offence is still a crime.
 - the age at which the offences were committed.
 - whether the person has a pattern of offending behaviour.
 - whether the person's circumstances have changed since the offending behaviour.
 - whether the position being sought would offer unsupervised opportunities for a similar offence to take place.
 - the degree of remorse, or otherwise, expressed by the applicant and their commitment to change.
- Require current field employees to provide an updated National Police Clearance and Working with Children Check every three years.

6. REVIEW OF THE POLICY

This policy will be reviewed on a two yearly basis. However, if at any time the legislative or funding policy environment is so altered that the content of the policy is no longer appropriate, the policy shall be amended accordingly.