

SELECTION CRITERIA

SWEAT Program Co-ordinator

Essential

A strong commitment to the values of EDGE Employment Solutions

Experience in working with a range of stakeholders

Ability to work autonomously and as part of a team

Good written and verbal communication skills

Good analytical and problem solving skills

Good interpersonal and conciliation skills

Good planning and organisational skills

Experience in training people

Current Police Clearance

Current drivers licence

Desirable

Experience in training or supporting people with disability

Broad work experiences and knowledge of various work situations

Broad knowledge of services for people with disability

Commitment to ongoing professional development

Relevant qualifications

EDGE EMPLOYMENT SOLUTIONS

JOB DESCRIPTION

Position: SWEAT Program Co-ordinator

Responsible to: Team Leader, SWEAT Program

Overall Responsibility: Co-ordinates the SWEAT program in the designated area, assists school students with disabilities to undertake work experience in industry areas that offer future employment opportunities and supports school support staff to enhance work experience placements for students.

1. MANAGEMENT AND ADMINISTRATION

- 1.1 Ensures required records on mentoring, registration and support activities are maintained.
- 1.2 Maintains data on SWEAT program participants.
- 1.3 Prepares progress reports as required.
- 1.4 Provides feedback to the Team Leader, SWEAT Program on the status of students, job seekers and workers.

2. SWEAT PROGRAM

- 2.1 In conjunction with school personnel, ascertains the skills, abilities and career interests of prospective SWEAT registrants.
- 2.2 Maintains appropriate contact with student support network.
- 2.3 Arranges work experience placements for students.
- 2.4 Ascertains and evaluates students' duties prior to placement commencement and as the work experience progresses.
- 2.5 Identifies students' needs and work with school support staff to implement appropriate training strategies.

- 2.6 Identifies issues affecting students' motivation, both on and off the worksite, and intervenes appropriately.
- 2.7 Gathers objective feedback and monitors student progress.
- 2.8 Maintains contact with students, school support staff, employers and support network for duration of placement.
- 2.9 Refers suitable students to EDGE for registration prior to commencement of placement.
- 2.10 Promotes Mentoring Students with Disability training to school support staff.
- 2.11 Conducts career reviews with each SWEAT program participant.
- 2.12 Negotiates potential employment opportunities with host employers.
- 2.13 Maintains contact with students who have completed their placements and returned to school.

3. GENERAL

- 3.1 Maintains awareness of current labour market trends and programs.
- 3.2 Ensures that appropriate action is taken following any reported grievances.
- 3.3 Assists in job support activities as required.
- 3.4 Participates in meetings and functions as required.
- 3.5 Participates in research activities as required.
- 3.6 Participates in staff training and consultancies as required.
- 3.7 Promotes the agency and its programs.
- 3.8 Stores information in the designated place and maintains confidentiality.
- 3.9 Contributes to Mentoring Students with Disability training courses.

Signed _____

Date _____

Executive Director

ALL PROSPECTIVE APPLICANTS

PLEASE READ AND NOTE

POLICY ON POLICE CLEARANCES FOR EMPLOYEES OF EDGE EMPLOYMENT SOLUTIONS

1. BACKGROUND

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

Work practices focus on assisting people with disabilities to obtain and maintain employment. The development, implementation and monitoring of work practices is achieved through consultation with employees, job seekers, workers, 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 its clients 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 disabilities. The policy recognises the agency's legal and moral duty of care obligations to its clients under Standard 8 of the Disability Services Standards (1996).

This policy applies to all of the agency's programs and activities.

3. OBJECTIVES

The agency requires that all employees have produced a satisfactory police clearance prior to being offered paid employment with the agency.

4. STRATEGIES

The following procedures are to be implemented by Edge Employment Solutions to ensure that employees have appropriate police clearance prior to undertaking any duties for the agency.

Edge Employment Solutions will:

- Inform all prospective applicants for positions with the agency that they will be required to provide a satisfactory police clearance before being offered employment.
- Require short-listed applicants to provide documentary proof of identity, such as a passport or driver's licence, when attending the selection interview.
- Require applicants to complete and sign a standard "Authority to Release Record of Convictions" form at the interview, including any former names or aliases they have lived under in the past ten years, and witness the signature.
- Return the signed and witnessed form to the applicant and require that they submit it to the Police Department, at their own expense, if they become the recommended candidate. This expense will be re-imbursed by the agency only if the recommended candidate is subsequently appointed as an employee.
- If the recommended applicant has resided in other police jurisdictions (i.e., other States of Australia or overseas), require the recommended applicant to supply similar police clearances from the relevant jurisdiction(s). 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 the clients of the agency at any risk or breach of the agency's duty of care obligations.
- Base its determination on whether the conviction has been for an offence which directly relates to the duties, whether the position being sought would offer unsupervised opportunities for a similar offence to take place, whether the offence has occurred recently, whether there are single or multiple convictions and whether the conviction(s) reflect generally on the suitability of the person to become an employee of the agency.