

SELECTION CRITERIA

Team Leader, Job Search

Essential

Well developed knowledge and skills in training and maintaining people with disabilities in employment

A strong commitment to the values of EDGE Employment Solutions

Broad knowledge of services for people with disabilities

Effective staff management and supervision skills

Well developed planning and organisational skills

Good written and verbal communication skills

Good interpersonal and public relations skills

Experience in staff selection and appraisal

Appropriate Police Clearance

Current drivers licence

Desirable

Experience in designing, implementing and evaluating training programs

Experience in interviewing people with disabilities and their families

Experience in managing resources to achieve desired outcomes

Commitment to ongoing professional development

Evaluation and monitoring skills

Relevant Tertiary qualifications

Research and reporting skills

Good presentation skills

EDGE EMPLOYMENT SOLUTIONS

JOB DESCRIPTION

Position: **Team Leader, Job Search**

Responsible to: General Manager, Job Search

Overall Responsibility: Leads a team of Employer Consultants providing individualised job search activities

1. Administration

- 1.1 Participates in strategic and operational planning for the organisation.
- 1.2 Assists in the implementation and monitoring of the strategic and operational plans of the organisation.
- 1.3 Assists in the establishment of procedures in accordance with organisational objectives.
- 1.4 Maintains data on existing and potential employers.
- 1.5 Ensures required records on job search activities and outcomes are maintained.
- 1.6 Provides feedback to the General Manager, Job Search, on the status of job seekers.

2. Job Search

- 2.1 Assists the General Manager, Job Search to review the job seeker register.
- 2.2 Ascertains the skills, abilities and interests of job seekers.
- 2.3 Prepares resumes for job seekers.
- 2.4 Advises job seekers on activities that enhance the development of work related skills.
- 2.5 Ensures current job seeker details are maintained.
- 2.6 Maintains appropriate contact with job seekers and their support network.
- 2.7 Liaises with the General Manager, Job Support, with regard to the timing and support for job starts.
- 2.8 Locates and secures suitable jobs for job seekers.
- 2.9 Assists in the selection of suitable job seekers for vacancies.
- 2.10 Provides information about each job start to the assigned job support staff.
- 2.11 Participates in career reviews as required.
- 2.12 Maintains awareness of current labour market trends.
- 2.13 Maintains awareness of labour market programmes.
- 2.14 Develops and maintains relevant business networks.
- 2.15 Maintains appropriate contact with potential and existing employers.
- 2.16 Seeks objective feedback from employers on the quality of the agency's service.
- 2.17 Develops and maintains relationships with relevant organisations.
- 2.18 Assists the Team Leader, Corporate Marketing, with promotional activities.

3. Staff Management

- 3.1 Assists the General Manager, Job Search to convene job search meetings.
- 3.2 Assists in the recruitment and selection of job search staff.
- 3.3 Assists the General Manager, Job Search to implement and evaluate an induction program for newly appointed staff.
- 3.4 Assists the General Manager, Job Search to assigns and monitor job search staff caseloads.
- 3.5 Provides supervision and support to supervisees.
- 3.6 Completes three monthly permanency and annual appraisals on supervisees.
- 3.7 Ensures supervisees follow the agency's job search methods.
- 3.8 Ensures that job seekers and their support networks receive appropriate contact.

4. General

- 4.1 Ensures that appropriate action is taken following any reported grievances.
- 4.2 Assists in job support activities as required.
- 4.3 Participates in meetings and functions as required.
- 4.4 Participates in research activities as required.
- 4.5 Participates in staff training and consultancies as required.
- 4.6 Promotes the agency and advocates for people with disabilities.
- 4.7 Stores information in the designated place and maintains confidentiality.
- 4.8 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.