

SELECTION CRITERIA

Team Leader, Job Support

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 Support**

Responsible to: General Manager, Job Support

Overall Responsibility: Leads a team of job co-ordinators providing job support activities within the agency.

1 ADMINISTRATION

- 1.1 Assists in the development, implementation and monitoring of the strategic and operational plans of the organisation.
- 1.2 Contributes to the development and monitoring of policies and procedures.
- 1.3 Ensures required records are maintained on job support activities and outcomes.

2 JOB SUPPORT

- 2.1 Ensures that the group of workers supported by the team receive individualised support as and when needed.
- 2.2 Monitors outcomes and ensures the most effective and efficient utilisation of team resources.
- 2.3 Liaise with the General Manager, Job Support regarding job starts and job separations.
- 2.4 Provides feedback to General Manager, Job Support on overall status of workers.

3 STAFF MANAGEMENT

- 3.1 Assigns job co-ordinator caseloads on an equitable basis.
- 3.2 Provides feedback to General Manager, Job Support on the performance of job co-ordinators.
- 3.3 In conjunction with General Manager, Job Support, convenes job support meetings.
- 3.4 In conjunction with General Manager, Job Support, recruits and selects job support staff.
- 3.5 Contributes to the induction programme for newly appointed staff.
- 3.6 Provides supervision and support to job support staff within the team.
- 3.7 In conjunction with General Manager, Job Support, completes probationary and annual appraisals on job support staff.
- 3.8 Ensures job support staff follow the procedures outlined in the Quality Procedures Manual.

4 GENERAL

- 4.1 Undertakes job support activities as required.
- 4.2 Ensures that appropriate action is taken following any reported grievances.
- 4.3 Participates in meetings and functions as required.
- 4.4 Participates in research activities as required.
- 4.5 Participates in internal and external training delivery 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.