

Barkuma Incorporated
Corporate Manual
Job Description

Position Title:	Job Support Officer
Location:	Personnel Employment
Responsible To:	Team Coordinator
Date Established:	October 2001
Award:	Barkuma Inc. Enterprise Agreement No. 5 of 2009

Role Description:

To provide 1:1 on the job training and placement support to Personnel Employment clients in different work settings and take responsibility for some keyworker functions. Services are to be provided within clearly defined guidelines to meet set employment objectives. Work practices should facilitate a collaborative team approach amongst the staff of Personnel Employment, and promote a positive image of the agency and its stakeholders. It is expected that this role be performed in a manner consistent with the values, mission and policies of the organisation.

DUTIES:

- Provide on the job training and placement support, which complements existing support systems at work and secures the position for the client.
- Be responsible for keyworker functions for a number of clients as negotiated with Team Coordinator.
- Conduct Job Lead analysis - as deemed necessary by Team Coordinator – and advise of the potential for a successful placement for a client of the agency.
- Assist with the vocational assessment of clients.
- Jobsearch as negotiated with Team Coordinator to ensure team locates and achieves a number of job outcomes per year.
- Facilitate the development of supportive working relationships between the client and co-workers.
- Initiate monthly client review and feedback meeting with Team Coordinator.
- Maintain accurate and up-to-date client records.
- Liaise with keyworker to ensure consistency of support for clients and information flow to family and other support networks.
- Write client reports as required.
- Follow direction and/or advice and be mentored by senior staff.
- To learn and experience the role of Job Coordinator as directed by Team Coordinator.
- Adhere to safe working practices in accordance with the Occupational Health, Safety and Welfare Regulations.
- Participate in the ongoing evaluation and development of the service.
- Participate in staff meetings.
- Adhere to Barkuma's Quality Assurance System and participate in Audit reviews as required.

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- Analyse critically and seek feedback on own performance and identify self-development strategies to improve own performance.
- Submit support records to Team Coordinator or electronic records to Central office by 9.00am Monday.

QUALIFICATIONS AND EXPERIENCE:

Essential Skills And Knowledge

- Successful or substantive completion of Training Small Groups and Assessment – part of the Certificate 1V in Workplace Training and Assessment within 12 months of appointment.
- Effective communication skills.
- The ability to build relationships between people.
- Organisational skills.
- Industry experience and knowledge.
- Understanding/knowledge of the needs of the employer.
- Physically fit.
- Able to take instruction and direction from senior staff.

Desirable Skills And Knowledge:

- Experience in working with people with an intellectual disability.
- Knowledge of Occupational Health and Safety.
- Time management skills.
- Computer skills.
- Understanding of the Disability Services Standards.

Personal Attributes:

- Creative and innovative.
- Patient.
- Able to work independently and as a team member.
- Strong professional commitment.

SPECIAL CONDITIONS OF EMPLOYMENT:

- A current Class One South Australian Drivers License.
- A roadworthy and reliable motor vehicle for business travel (travel allowance is paid).
- Minimum of Third Party Property insurance of motor vehicle.
- Ability to work flexible and out of core work hours.
- Re-locate across regions as per organisational needs.