

# Position Description



<b>Position Title:</b>	Job Coordinator
<b>Location:</b>	Barkuma South Terrace Adelaide
<b>Reports to:</b>	Team Leader

## About Barkuma

Barkuma is a not-for profit organisation that provides a range of services to assist people with disability to live, work, learn and be included in the community. Established in 1967 by a group of parents in Adelaide's northern suburbs, Barkuma has grown to employ more than 300 staff and support more than 800 people living with disability, making us one of the largest disability organisations in South Australia.

**Our Foundation Principle** is that the inclusion of all people expands individual potential and strengthens the community.

**Our Mission** is to enable people with disability to be valued members of the community.

## Our Values

- Respecting human worth and dignity
- Promoting individual growth and development
- Striving for excellence
- Fostering community inclusion
- Improving quality of life

## Purpose

Effectively deliver specialist Disability Employment Services (DES) to Barkuma Employment participants. This is a position of responsibility involving direct delivery of supports throughout all stages of service to a caseload of participants with developmental disability. Work practices should facilitate a collaborative team approach amongst the staff of Barkuma Employment, and promote a positive image of the agency and its stakeholders. It is expected that this role is performed in a manner consistent with the values, mission and policies of the organisation.

## Accountability

- Prioritise needs of case load and deliver supports appropriate to each individual
- Identify and implement supports to address participants barriers to employment
- Career counselling to identify suitable employment options
- Skills assessments to identify skill sets and support needs
- Job search supports and negotiation of employment opportunities
- Contribute to Job placement target
- On the Job support and training
- Maintain up to date knowledge of Disability Employment Services contract and service delivery requirements
- Maintain up to date records
- Maintain professional relationships and clear communication with all relevant internal and external stakeholders
- Monthly caseload reviews
- Additional duties as directed within the employee's skill, competence and training
- Adhere to and actively support Barkuma's Quality Assurance systems
- Ensure safe work practices are carried out at all times, including the immediate reporting of any real or potential safety hazards
- Ensure health and safety (WHS) requirements are observed in accordance with legislative requirements and Barkuma policies, procedures and protocols

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- Contribute to a culture that encourages knowledge improvement, achievement of high quality services, unity and collaboration
- Model appropriate behaviours and adhere to Barkuma's Code of Conduct
- Actively promote Barkuma and its services to the community
- Adhere to Barkuma's Mission statement and values

## Key Relationships (internal and external)

- Participants/clients and their families/care givers
- Client support networks/agencies
- Employers in the community (existing and development of new relationships)
- Barkuma colleagues including outside of Employment division
- Department of Human Services (e.g. Centrelink)

## Skills, Abilities and Qualifications

- Demonstrated ability to establish, build and maintain effective working relationships
- Demonstrated ability to manage time, set priorities, and plan and organise workload
- Ability to communicate appropriately across a range of situations and modes
- Reasonable understanding of Microsoft Office suite
- Understanding of the National Standards for Disability Services, and how they relate to the service
- Demonstrated ability to think creatively and problem solve
- Creative and innovative thinking
- Able to easily adapt to different circumstances
- Flexible approach to work
- Able to work independently and as a team member
- Strong professional commitment to people with disability
- Appropriate work rights for Australia

## Special Conditions

- Ability to work at any Barkuma location as directed
- Ability to work flexible and out of core work hours, including early mornings or evenings or weekends
- Current DHS Disability Services Clearance
- Current Working with Children Check
- NDIS Quality and Safeguards Worker Orientation Certificate
- Current Child safe environments training
- Current Senior First Aid Certificate
- Current South Australian Driver's Licence (restricted provisional licence and above)

I confirm that I have read, understood and agree to comply with the scope and duties of Position Description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / 2020

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### HR Use Only: Amendment Record

Version Number	Amendment	Amended by	Date
1.0	Amended	Operations Manager	November 2017
2.0	Amended	Manager Service	December 2019
3.0	Amended	HR Manager	September 2020