

Position Description



Position Title: Case Manager – School Leaver Employment Supports (SLES)
Location: Barkuma South Terrace Adelaide / Elizabeth / Holden Hill
Reports to: Team Leader – School Leaver Employment Supports

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

Case Manager, SLES is responsible for the direct delivery and support of the SLES program to participants. SLES is an individualised program designed to support and prepare NDIS participants for the transition between school and employment/further education/Disability Employment Service (DES), building upon the existing capacities of the participant, as well as increasing community awareness and linkage. In line with Barkuma's existing supports, it is expected that SLES be delivered within a person centred thinking framework, meaning that young people are supported and encouraged to be active decision makers in their lives.

Accountability

Direct service delivery of the SLES program to individuals:

- Maintain an active SLES caseload
- Deliver SLES within a person centred thinking framework
- Delivery of SLES as per the established model of practice
- Development of one page profile to inform employment plans
- Coordination of work site visits in line with participants identified career aspirations
- Utilisation of community services and programs
- Support work experience opportunities
- Maintain accurate and timely records
- Participate in monthly supervision to support development and improvement in practice

Develop and maintain employer relationships:

- Identify ethical employers – targeted relationship development
- Deliver services in line with Barkuma's values and adhere to our Code of Conduct
- Provide clear and concise information for prospective employers that is easily digestible

Provide support and advice to relevant Team Leader as required:

- Maintain a positive working relationships
- Be forthright in sharing opinions, concerns, ideas and feedback
- Provide monthly reports to Team Leader

Position Description



Other:

- 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
- 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

Personal Specification

Skills, Abilities and Qualifications

- Certificate IV in Disability/Community Services or relevant area
- Experience in supporting people with cognitive disability
- Employment industry experience and knowledge
- Awareness of community services and programs
- Communicate effectively with people with differing capacities in both written and verbal forms
- Problem solve issues
- Patience and persistence
- Excellent time management skills
- Sound knowledge of Microsoft Office Suite

Special Conditions

- The nature of the program will require travel and work in different areas of South Australia, including commencing work at other sites and at any Barkuma location as directed
- Current DHS Disability Services Clearance and Working with Children Clearance
- NDIS Quality and Safeguards Worker Orientation Certificate
- After hours work will be required
- Current South Australian Driver's Licence (restricted provisional licence and above) and comprehensive motor vehicle insurance
- Appropriate work rights for Australia

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

HR Use Only: Amendment Record

Version Number	Amendment	Amended by	Date
1.0	Revised	Manager – Lifestyle Intervention	January 2019
1.0	Revised	Manager – Lifestyle Intervention	January 2020
3.0	Revised	HR Manager	July 2020