

Position Description



Position Title: Job Coordinator
Location: Barkuma Adelaide CBD
Reports to: Team Leader – Open Employment

About Barkuma

Barkuma is a not-for profit organisation that provides a range of services to assist people with disability. For over 50 years, Barkuma has provided an environment of self-determination that opens up a lifetime of limitless learning and opportunity. Together, we establish the capacity and confidence to transition out of high school and continue to build a lifetime of independence that makes quality employment and accommodation outcomes possible.

Our Aspirational Goal: To be a leading provider of high-quality employment, transition, and in-home supports for current and future Barkuma customers.

Our Purpose: To partner with people on the journey to their best life.

Barkuma Staff Behaviours

Bold	Confident, consistent, and courageous in everything we do.
Accountable	Open, transparent, and work to agreed timelines and budgets.
Resilient	Flexible and support one another to bounce back from difficult situations.
Knowledgeable	Well informed and share information readily with our peers.
Unified	Committed to working collaboratively to achieve our stated purpose.
Mindful	Observant, attentive and show regard for one another and our teams.
Agile	Change agents and believe that change, renewal, and continuous improvement are important to our success.

Purpose

This role is responsible for delivering specialist Disability Employment Services (DES) to Barkuma Employment participants. This is a position of responsibility involving the direct delivery of supports throughout all stages of service to a caseload of participants with a 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 organisation's values, mission, and policies.

Accountability

- Prioritise needs of caseload 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 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, such as participants, clients and their families and caregivers.
- Maintain relationship with the Department of Human Services (e.g. Centrelink)
- Monthly caseload reviews.
- Additional duties as directed within the employee's skill, competence and training

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Work Health and safety responsibilities

- Conduct yourself in a manner that does not expose yourself or others physical or psychological risk.

Quality Assurance responsibilities

- Adhere and advance Barkuma's Quality management Systems.

Skills and Abilities

- 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.
- 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.

Qualifications, Certification

Special Conditions

- Ability to work and travel across different Barkuma sites.
- Work rights for Australia.
- Current NDIS Worker Screening or DHS Disability clearance (or willingness to obtain).
- NDIS Quality and Safeguards Worker Orientation Module (or willingness to obtain).
- Appropriate infection control certificate.
- Current DHS Aged Care Sector clearance.
- Current DHS Working with Children check.
- Appropriate Child Safe Environments certificate.
- After hours/weekend may be required.
- Current Australian Driver's Licence (restricted P2 licence and above) and comprehensive motor vehicle insurance.

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

Name (insert here) _____

Signed _____ Date ____/____/2021

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
4.0	New template	HR Manager	March 2021