

# Position Description

Job Placement Consultant



<b>Position Title:</b>	Job Placement Consultant
<b>Business Unit:</b>	Employment Services
<b>Location:</b>	All Locations
<b>Reports To:</b>	Leader Employment Services
<b>Direct Reports:</b>	Nil
<b>Parameters:</b>	Award, Permanent Full Time, 38 Hours per Week
<b>Date Prepared:</b>	21 December 2021
<b>Approved By:</b>	Executive Leader People and Culture

*Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes.*

*Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work.*

*Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity.*

*There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.*

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## Purpose of the Position:

To support and work with job seekers from various programs, addressing their barriers to employment and building on identified strengths to progress towards securing and sustaining employment and achieving identified goals. To work collaboratively to achieve community engagement and employer engagement to build relationships to enable performance targets to be achieved. To undertake post placement support activities with job seekers who have achieved employment.

## Position Responsibilities and Duties:

1. Effectively work with job seekers to achieve identified goals.
2. Support and work with job seekers to develop personalised plans, set long- and short-term goals and identify and arrange specialised assistance as appropriate.
3. Mentor, motivate and enable job seekers to build on strengths, develop goals and set objectives to achieve.
4. Coordinate and monitor job seeker participation in identified activities with the various programs to ensure assistance towards achieving identified goals.
5. Develop reports for job seekers and leadership as required.
6. Access job seeker finding and complete and maintain all relevant documentation
7. Complete all contractual claim requirements to ensure quality organisational outcomes

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8. Assess local and regional market conditions, identify value-add products, services and business opportunities that support placements and outcomes.
9. Drive business development and employer/industry relationships to establish placement opportunities and achieve client employment outcomes.
10. Monitor and maintain contact, on and/or off site, to support job seekers and employers, managing any issues or challenges to solution
11. Conduct face to face off site employer engagement activities to build and maintain employer and industry relationships to assist in achieving job seeker outcomes.
12. Complete off site sales and reverse marketing activities to promote and place job seekers in to employment.
13. Network with organisations and industry to identify and initiate Work for the Dole opportunities and activity requirements and undertake on-site risk assessments and work inductions.
14. Monitor and maintain contact and support with job seekers, supervisors and hosts, mediating and placing job seekers in alternative activities as required.
15. Research and monitor regional labour market trends, local business operations and education opportunities and apply this knowledge to your duties with job seekers.
16. Identify and liaise with regional support services to build referral options for job seekers that require assistance with non-vocational barriers to employment.
17. Identify products and services that support placements and outcomes.
18. Conduct post placement support.
19. Maintain effective communication between staff and other business units.

### General Responsibilities:

1. Demonstrate the Joblink Plus Purpose and Principles.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Shared commitment to a positive pursuit of safety; driven by active involvement in identifying hazards and controlling risks, following WHS policies and procedures
4. Promote and implement the principles of personal accountability with relation to discrimination and harassment in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions

### Essential Competencies, Qualifications and Experience

<b>Skills &amp; Knowledge</b>	Written and verbal communication skills The ability to build rapport and sustain working relationships Business development, marketing and networking capability Ability to assist, support and empower clients Time management, ability to multi task and meet strict deadlines Problem solving and logical thinking
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	Sound judgement and decision making Administration, reporting, computer applications, MS Office Suite Knowledge of barriers affecting job seekers and the local labour market Knowledge of privacy and confidentiality principles
<b>Experience</b>	Working towards targets
<b>Qualifications</b>	Current C class drivers licence Satisfactory Australian Criminal History Check Current and valid NSW Working with Children Check
<b>Personal Qualities &amp; Behavioural Traits</b>	Ability to collaborate with others; understands the behaviour, needs and concerns of others and uses this to work effectively with people across boundaries Builds collaborative relationships with internal and external clients and stakeholders Excellent communication skills; listens to others and conveys information clearly, accurately, logically and concisely To be reliable and have a commitment to fulfil the position Ability to establish and maintain appropriate personal and professional boundaries Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure

### Desirable Competencies, Qualifications and Experience

<b>Skills and Knowledge</b>	
<b>Experience</b>	Prior experience in the Employment Services industry
<b>Qualifications</b>	Certificate or Diploma in Employment Services, Community Services, Youth or Social Services
<b>Personal Qualities &amp; Behavioural Traits</b>	

### Other Matters

- The Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and perform other accountabilities and responsibilities reasonably required to meet the demands of the role and the purpose of the position.
- As a member of the Joblink Plus team, all employees may be required to perform other duties within their capabilities from time to time to meet the needs of Joblink Plus.

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### Acknowledgement:

I have reviewed and understand the content of the position description and believe it to be accurate of what I am employed to do.

I understand that Joblink Plus retains the right to change the position description as deemed necessary.

I will follow and adhere to my position description and the requirements of my position to the best of my ability.

I acknowledge that I have read and discussed this position description and understand my duties and responsibilities.

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Name

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Signature

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Date