



POSITION PROFILE: Employment Mentor

PART A: POSITION DESCRIPTION

Position Title:	Employment Mentor	Location:	Multiple Locations
Group:	Aspect Choose and Connect	Reports to:	NSW Aspect Choose and Connect Manager

Organisation Purpose

A different brilliant[®] - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Visio	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Team Purpose

Aspect Choose and Connect gives people the confidence and skills to live successfully on their own terms and enjoy activities and connections within their local community. Support services are designed to help people improve self-confidence, economic and social participation, emotional resilience, physical wellbeing and extend networks and connections within the community.

Position Purpose

To provide meaningful employment support to people on the autism spectrum by identifying and working towards employment goals, implementing action plans and supporting individuals in working towards milestones and develop skills to find and maintain meaningful open employment. To work with employers to raise awareness of the positive contribution people on the autism spectrum can make to the workplace and to build strong connections within the community to build awareness and create opportunities for people on the spectrum.

Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Individual employment support	<ul style="list-style-type: none"> • Participants are recognised as valued and unique individuals. Every effort is made to support participants by understanding their individual strengths, areas of development and interests. • Promote positive understanding of autism and actively apply strengths-based principals and strategies to help participants prepare for and find meaningful employment • Build and maintain trustworthy, consistent and positive relationships with participants • Assist participants to identify person-centred employment goals, implement action plan to work towards milestones and apply for meaningful open employment and facilitate support for both the participant and employer where necessary • Proactively support and communicate with participants outside of sessions • Coordinate meetings with participants on a regular schedule that complies with each participant’s individual requirements • Assist participants with placements in voluntary and work experience programs as required • Maintain accurate employer files on both paper and/or electronic format via Salesforce • Conduct administrative work in relation to support such as ‘session follow-up’ emails and completing any action requirements from the meeting • Be knowledgeable of Aspect services to refer and recommend additional services to clients • Assist and support participants on the job where required • Undertake other duties as directed. 	<ul style="list-style-type: none"> • Participants’ evaluation of the Mentoring Support provided is 3 or above on the helpfulness rating. • Participants’ evaluation reports they are likely to recommend the service. • Mentor receives satisfactory or above approval rating from participant for service provision. • Aim to place 50% of caseload in meaningful employment – paid or voluntary. • Parent/Carer report satisfaction with service provided • Performs reviews for quality purposes after every 3 months

Stakeholder Relationships	<ul style="list-style-type: none"> • Build and maintain effective relationships with participants, their families and/or carers • Maintain communication between participant, Aspect Capable Employment Coordinator, parents, health professionals and other interested parties to ensure all parties are fully informed about participant service provision and operational activities • Stakeholders have the communication and information required to meet the participants needs and choices • Ensure that participant, parent and Aspect Choose and Connect Manager is kept regularly electronically updated on all progress with participant, including advocacy and marketing 	<ul style="list-style-type: none"> • Develop at least 3 new connections with employers and organisations to engage with and create opportunities • Positive relationships are created and maintained with all stakeholders and the valued status of participants is evident in all communications
Program Operations	<ul style="list-style-type: none"> • Update and maintain documentation and records on Salesforce as required to enable superior program delivery i.e. file notes, rostered shifts, communication diary, data collection • Ensure all employer records are kept and maintained • Maintain employer database for all future marketing activities and provide regular updates on contact database directly to the Aspect Choose and Connect Manager • Attend regular Supervision meetings with Aspect Choose and Connect Manager to discuss participant progress and receive feedback • Session follow-up emails are completed promptly • Contribute to the development of mentoring resources and save to the network drive and use downtime to develop new resources in response to participant needs and share with colleagues • Provide feedback on participant needs that impact on delivering a quality service • Adhere to quality assurance controls and processes that enables a culture of continuous improvement 	<ul style="list-style-type: none"> • All participant records are up to date, both on Salesforce and hard files • Perform participant reviews and evaluation every 3 months • Appropriate Program documentation and forms are completed in a timely, accurate and professional manner
Teamwork	<ul style="list-style-type: none"> • Demonstrate and model appropriate professional behaviours and encourage the same of other team members 	<ul style="list-style-type: none"> • Attend and be actively involved all required team and supervision meetings

	<ul style="list-style-type: none"> • Actively contributes to the successful operations and improvements of the program • Be an active participant in team meetings • Attend all required professional training • Put forward ideas and contribute to planning and reviewing activities, programs and plans for participants 	<ul style="list-style-type: none"> • Engages in regular communication with manager and team
<p>Safeguarding the people we support</p>	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> • Exercise Duty of Care in the health, safety and welfare of Participants and ensure they are treated with dignity and respect. • Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct. • Complete mandatory Safeguarding training. • Maintain a heightened sensitivity to recognising signs of abuse and reporting those signs. • Alert Coordinator to changes in staff practice that you have witnessed which deviate from policy and procedure. • Request permission from Coordinator before a change is made in the daily program and alert Coordinator if an unsanctioned change in the program is taking place. • Monitor participant's awareness of their own wellbeing and alert Coordinator if you see a risk to the safety and wellbeing of the person. 	<ul style="list-style-type: none"> • Demonstrated evidence that you discuss and report concerns with your supervisor. • Completion of on-line training on Safeguarding the People We Support. • Personal commitment and day to day demonstration of competency in Safeguarding the People We Support.

Work Health & Safety	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety. • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements. • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Participate in the staff consultation process about Work Health & Safety matters. <p>Understand and adhere to Aspect's Code of Conduct.</p>	<ul style="list-style-type: none"> • Observe at all times Aspect's safety policies and procedures are followed including site specific work practices and management instructions. • All hazards, incidents and injuries are reported to management as per Aspect's risk management procedures • Health safety and welfare of self and others is ensured as far as reasonable • Actively participate in safety consultation as required
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PART B: POSITION CRITERIA

Position Criteria	Capabilities	Collaboration	Working effectively with others in Aspect (outside the line of authority) such as peers to accomplish Aspect and school goals and to identify and resolve problems.
		Teamwork (Co-operation)	Active participation in and facilitation of team effectiveness; taking actions that demonstrate consideration of the feelings and needs of others and being aware of the effects of your behaviour on others.
		Planning and Organising	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources.
		Tolerance for Stress	Maintaining a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations).
		Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.

	Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrated understanding and commitment to working with people who have a disability • Proven ability to build rapport and maintain effective relationships with job seekers towards gaining and maintaining sustainable employment opportunities. • Ability to manage time and workloads effectively • Ability to identify and provide solutions to meet the needs of job seekers in overcoming barriers to employment • Demonstrated knowledge of autism. • Highly developed interpersonal skills and strong verbal and written communication skills • Demonstrated experience in working independently and autonomously • Demonstrated intermediate computer skills, including Microsoft Office applications
	Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in Welfare, Social Science or Disability Studies • Certificate IV Employment Services an advantage, but not essential
	Job requirements (Essential)	<ul style="list-style-type: none"> • National Police Check (NPC), appropriately cleared • Working With Children Check (WWCC) -if required by State, appropriately cleared • Disability Worker Exclusion Scheme (DWES) – appropriately cleared (<i>Victorian staff only</i>) • International Police Check (<i>if applicable</i>) • Completion of NDIS Worker Orientation Module • Valid driver's licence and willingness to travel as required
	Job Requirements (desirable)	<ul style="list-style-type: none"> • Provide support for people with disabilities to have success in their employment. • Experience working in recruitment or disability employment services and marketing candidates with disabilities to employers • Proven ability to place participants into employment and to maintain sustainable employment outcomes is desirable

PART C: APPROVED BY MANAGER	
Name: National Manager, Aspect Choose & Connect	June 2019