



ADE Support Coordinator – Full Time

Thank you for your interest in this position. A current position description and selection criteria follows.

If you require further information about the position, please contact **Guyline O'Donoghue** on 08 6169 1127.

For more information about Intelife visit our website at www.intelife.org

Please send your completed a covering letter stating your interest in working at Intelife, a statement of claims addressing the selection criteria and resume to jobs@intelife.org with the position title in the subject line.

Closing date for applications is:

27 February 2018

Important: Please ensure you have read the application requirements before applying for a position at Intelife. Applications that do not meet the application requirements will not be considered.

Intelife Group thank you for your interest in our organisation, unfortunately due to the volume of applications received only shortlisted applicants will be contacted.



Position Description

ADE Support Coordinator

Employment Status

Full Time Welshpool

Hours

38 hours per week

Award and Classification

Supported Employment Services Award
Business/Employment Support Coord (TPO Grade 2) Paypoint 1-5

Date of Issue

02/06/2017

Review

To be reviewed annually by Human Resources in consultation with Program Management

Job purpose

Reporting to the ADE Support Manager the ADE Support Coordinator is assisting the supported employees to engage in and maintain employment.

One focus. One culture. One community. One Intelife



ADE Support Coordinator

Job Title	ADE Support Coordinator
Program	ADE
Reporting To	ADE Support Manager
Direct Reports	Supported employees
Award	Supported Employee Services Award 2010
Classification	TPO Grade 2 Pay Point 1 - 5

Position Statement

Reporting to the ADE Support Manager the ADE Support Coordinator is assisting the supported employees to engage in and maintain employment.

The objectives of the ADE Support Coordinator are to:

- Implement, develop and maintain an individualised EAP (Employment Assistance Plans) for supported employees in line with the person’s career goals, and Intelife’s Strategic and Operational Plans
- Responsible for the management of supported employees funding in accordance with the ADE operational guidelines.
- Liaise with ADE Operations Coordinator to ensure compliance with all regulations/policies and procedures.

Responsibilities	Key Tasks / Accountabilities	Performance Measures
Operational	<ul style="list-style-type: none"> • Ensure that supported employee have necessary resources/training to perform their role. • Liaise with ADE Operations Coordinator to ensure a coordinated approach in the supervision and training of supported employees in a variety of work crews. • Develop and maintain EAP and ensure all documentation is up to date • Prepare reports 	<ul style="list-style-type: none"> • Positive feedback from key stakeholders • Reports submitted on time • Database are current and accurate
Financial - Program	<ul style="list-style-type: none"> • Review payroll/financial report • Provide monthly reports 	<ul style="list-style-type: none"> • Capacity is maintained. • Timely completion of review of payroll and wage assessments. • Apply for purchase of specialised equipment via job access as appropriate. • factors influencing budget variations are reported on monthly basis. Eg: capacity suspension

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Strategic	<ul style="list-style-type: none"> • Develop and maintain positive partnerships with key stakeholders • Develop, improve and innovate the ADE program in line with Disability Sector developments • Assist in the promotion of the Program to potential new supported employees 	<ul style="list-style-type: none"> • No unwanted loss of supported employees • Employee levels are at capacity and possibly a waiting list
Supported Employee Management	<ul style="list-style-type: none"> • Manage the development, training and activities of supported employees including conducting EAP meetings and wage assessment • Manage the well-being of supported employees. • Ensure supported employee comply with Intelife's policies, procedures and guidelines (Including EEO, Workplace Bullying and OSH) • Address performance management processes are conducted in accordance with Intelife procedures and in consultation with HR. • Manage the recruitment of new supported employee • Facilitate the induction and support for all new employees. 	<ul style="list-style-type: none"> • Supported employees attending training. • No loss of contracts or profits due to lack of staff or performance
Occupational Safety and Health	<ul style="list-style-type: none"> • Comply with Occupational Safety & Health legislation and the OSH policies of Intelife. • Comply with the relevant legislation and Intelife procedure. 	<ul style="list-style-type: none"> • Work within the boundaries of Intelife's OSH principles and practices • Meet legal requirements • Dress code adhered to • Use of correct PPE • Incident reports
Quality Assurance and Risk	<ul style="list-style-type: none"> • Identify and manage risk • Complete risk assessments and safety documents. 	<ul style="list-style-type: none"> • No non-conformance within audits • Positive customer feedback • No loss of current contracts • Known risks are assessed and mitigated • Incident reports
Organisational	<ul style="list-style-type: none"> • Demonstrate commitment to and understanding of Intelife's Vision, Mission and Values; 	<ul style="list-style-type: none"> • Feedback in staff survey and from peers during annual appraisals

	<p>and comply with Intelife Policies and Procedures</p> <ul style="list-style-type: none"> • Provide timely feedback on any issues or concerns raised by customers or customers staff. • Foster positive and professional relationships both within the ADE program and across the Organisation • Professionally represent Intelife to the highest level whilst in the community • Complete training and development as required. 	<ul style="list-style-type: none"> • Feedback received from stakeholders • Mandatory training completed within specified timeframe • Professionally and positively represent Intelife in the community. • Professional development completed.
Other	<ul style="list-style-type: none"> • Other duties as directed by the ADE Support Manager 	<ul style="list-style-type: none"> • Tasks and duties completed accurately and within set timeframes as requested.

Selection Criteria

Essential

- Demonstrated evidence collecting and report writing skills.
- Demonstrated ability to positively interact with other likeminded agencies in the assistance of supported employees, their issues and concerns.
- Demonstrated understanding of the Microsoft Office suite of computer programs.
- Demonstrated sound knowledge in the use of the General Employment Management & Marketing Application
- Demonstrated strong analytical and problem solving skills
- Demonstrated excellent interpersonal and communication skills.
- Positive and contemporary attitude towards people with a disability.
- Proactive and positive attitude to change.
- Current WA Drivers Licence.
- Satisfactory Police Clearance.
- Completion of a VEVO check.
- Willingness to undergo further personal background checks as required by contracts.
- Willingness to undertake pre-employment medical and drug & alcohol assessment.
- Provide two current professional references.
- Demonstration of strong commitment to Intelife Vision, Mission and Values.

Desirable

- Experience in working with people with significant disabilities.



- Knowledge of the community resources available to people with disabilities in the region.

Employee

Signed: _____

Name: _____

Date: _____