

Job Description Employment Services Manager



JOB DESCRIPTION	
Job Title: Employment Services Manager	Reports to: Executive Director
Location: Olga Tennison Autism Research Centre, La Trobe University, Melbourne	Work hours: Full time, permanent contract
Start Date: July 22 nd or 27 th 2015	Apply to: Wojciech Nadachowski, Senior Advisor Operations and Projects, Olga Tennison Autism Research Centre: w.nadachowski@latrobe.edu.au
Remuneration: circa \$90K Pro Rata	
Job Context:	<p>The role of the Employment Services Manager is to provide a structured assessment process for individuals on the autism spectrum on behalf of clients seeking to employ adults with an ASD. The ESM will work in partnership with La Trobe University, and education, training and corporate partners.</p> <p>The assessment process includes:</p> <ol style="list-style-type: none"> 1. preselection and selection of candidates, 2. assessment of selected candidates 3. transition candidates into the work environment 4. establish support structure to retain candidates in the job. <p>The assessment process consists of 4 weeks of individual assessment of motivation, workability, professional, shared and specialist skills according to Specialisterne Competence Model. The purpose is to establish individual and team comfort zones and match these with the work zone in order to make the best possible fit between the job and the individual.</p> <p>The initial role of the Employment Services Manager is to establish the Specialisterne assessment program in Australia with HP as founding corporate partner in close cooperation with the Assessment Director of Specialist People Foundation (SPF).</p> <p>After the initial training by SPF the Employment Services Manager will train trainers from La Trobe University and other partners.</p> <p>The long term role of the Employment Services Manager is to develop greater capacity in the Specialisterne model by:</p> <ol style="list-style-type: none"> 1. training and supervising additional trainers 2. documentation and manualisation of the training model with the establishment of a quality assurance and improvement framework 3. working with La Trobe researchers to establish an evidence base for the Specialisterne model. <p>The role will involve significant interstate travel, working on site with a client for up to 4 to 6 weeks per project. We anticipate 4 - 6 projects per year per trainer.</p>

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Areas of Responsibility	<ul style="list-style-type: none"> • Preselection and selection of candidates • Plan, organize, and manage individual assessments and job training programs on behalf of and in collaboration with corporate clients and relevant stakeholders. • Provide additional training in Specialisterne methodology to trainers and job coach courses • Supervise and provide ongoing support for additional trainers • Provide supervision and ongoing support of job coaches • Prepare documentation according to the Specialisterne assessment program • Develop and maintain a clear communication plan with relevant stakeholders. • Comply with Specialisterne standards and to provide Specialisterne Centre Australia best practises and improvement to the Specialisterne knowledge base
Key Selection Criteria	<ul style="list-style-type: none"> • Degree in social science, psychology, allied health, human resource management, teaching, Certificate IV in Training & Assessment, or other related discipline or equivalent work experience • Experience in working with a clinical cohort of clients, including adolescents and adults with Autism Spectrum Disorders and other comorbidities, and managing their clinical needs • Experience in designing and delivering “train the trainer” courses • Experience in providing job coaching and mentoring • Proven knowledge of work experience with regulatory requirements within areas of responsibility • Experience in planning, documentation, reporting and change management • Practical, self-motivated, energetic
Desirable Selection Criteria	<ul style="list-style-type: none"> • Interest and experience in research. • Experience in Human Resource Management and awareness of best practices and effect of changes in government policy and trends on corporate practice. • Understanding of disability access standards.