

# Position Description



**Title:** Vocational Specialist  
**Business Unit:** Employment Services  
**Location:** Melbourne  
**Employment type:** Full Time  
**Reports to:** Senior Vocational Specialist

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

To design and deliver effective, outcome driven training programs to up skill and support participants to enter the labour market and address skills gaps.

## Scope

**Budget:** *nil*

**People:** *nil*

## Relationships

- Internal:**
- All employment services staff
  - All support and foundational staff
  - Volunteers
- External**
- Employment Services Providers/Job Seekers
  - Employers
  - Government funding bodies
  - Registered Training organisations

# Position description

## Vocational Specialist



### Key responsibility areas

#### Service delivery

- Conduct comprehensive assessments, including workplace assessments, supported wage assessments, outlining participants functional capacity, barriers and any vocational / non vocational supports
- Update & review tailored solutions in conjunction with the jobseeker which identifies tailored interventions, further training and career development and identify any changes to a jobseekers circumstance which would require further assessment
- Conduct workplace visits, to assess any risks to employment and provide effective solutions to mitigate potential fall outs of placed participants
- Provide vocational counselling for participants returning to work and implement intervention strategies until the participant exits the service
- Maintain and report on statistics relating to each participants provision of service
- Participate in and deliver professional development, case reviews and training as required
- Provide support, on the job training and intervention strategies to participants throughout their employment & / or education placement
- Coach and support employers by delivering tailored on the job training solutions to ensure participants remain in ongoing employment
- Identify and advise Business Development of any vacancies and potential 'upgrades' to employment

#### Teamwork & Communication

- Foster collaboration and team work within and across programs and services
- Promote and maintain a positive environment
- Escalate and report customer problems to the Business Leader where necessary
- Work collaboratively and positively with team members to consider and resolve complex customer problems
- Effective, positive problem solving and conflict resolution skills
- High level of written and verbal communications skill is required
- Demonstrate active listening in order to obtain relevant information from participants / employers
- Articulate the participant issues to potential employers in a way the promotes the participants attributes while respecting privacy and confidentiality issues, but also allows employers to understand their needs in the workplace

#### Continuous Improvement

- Identify opportunities for improvement to services, provide and recommend changes to procedures and standards that impact beyond own team
- Take action to promote or implement new ideas and encourages others to do so
- Work with the Leaders to implement innovation and continuous improvement in service delivery

#### Building Relationships

- Understand relevant stakeholder relationships and the importance of these to the organisation
- Develop and maintain effective relationships with key stakeholders including participants, employers, families, peak bodies, community service organisations, relevant professionals and government officials
- Assist with building and maintaining professional stakeholder relationships

# Position description

## Vocational Specialist



### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

### Performance indicators

- Timely and accurate assessments and reporting completed as set out by Uniting and funding body requirements

---

### Person specification

#### Qualifications

- Essential: Tertiary qualifications in Occupational Therapy/Exercise Physiology/Physiotherapy/Psychology with current membership/registration within the relevant State or National Professional Board (e.g. AHPRA, ESSA)
- Essential: Current valid driver's license

#### Experience

- Experience working in a target driven environment
- Experience with dealing with complex individuals and situations

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for participants
- **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.
- **Culturally Aware:** Values diversity as a strength and positively utilises diversity
- **Participant Focused:** Prioritises needs of participants
- **Communication:** Sound communication skills

---

### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

---

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

Approved by: EO of Employment Services	Page 3 of 4	Division: Employment Services
Date Approved: September 2018	Printed copies of this document are not controlled.	Next Review Date: September 2019

**Position description**  
Vocational Specialist



**Employee**

**Manager**

Name:

Signature:

Date: