



ROCKY BAY  
*Discovering Abilities*

## Job Description

### Job Development Consultant

<b>Direct reporting</b>	Team Leader
<b>Job purpose</b>	To develop employer networks in the most effective and efficient manner that result in sustainable employment for people with physical disabilities This role includes travel throughout the Perth metropolitan region on a daily basis
<b>Personality profile</b>	Positive and friendly disposition, professional empathy, excellent team workers, can prioritise tasks, flexibility, tenacity, persuasiveness, strong desire to work with people with disabilities Able to demonstrate commitment to Social Role Valorisation (SRV) principles
<b>Specific job skills</b>	<ul style="list-style-type: none"><li>• Demonstrated effective skills in verbal and written communication, time management and networking, including an ability to liaise with all levels of management</li><li>• Excellent interpersonal skills and tenacity</li><li>• Demonstrated flexibility, coordination skills, creative problem solving and customer records keeping skills</li><li>• Focus on achieving outcomes</li></ul>
<b>Selection criteria (essential)</b>	<ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Previous experience in dealing with the public and developing networks in a sales, marketing or industrial relations role</li><li>• C Class drivers license</li></ul>
<b>Selection criteria (desirable)</b>	<ul style="list-style-type: none"><li>• Previous successful experience in phone canvassing and direct marketing techniques</li><li>• Working knowledge of industrial relations – Awards (State and Federal)</li><li>• Knowledge of Occupational Safety and Health legislation</li><li>• Knowledge of Disability Service Standards (Federal and State)</li></ul>
<b>Computer skills</b>	Basic to intermediate competency in the Microsoft Office suite

Key Responsibilities	Timeline
1. Provide the necessary support to meet individuals' needs by providing case management, job search, preparing individuals for job interviews, organising work samplings and work trials, and negotiating employment	
2. Contact employers (in a variety of ways) to obtain employment for registered job seekers, based on their career choices	
3. Maintain the employer database and ensure that it is effectively used so that the maximum number of employers can be contacted and re-contacted	
4. Liaise with co-workers and managers in a professional and competent manner	
5. Increase community awareness on Rocky Bay Employment Services and effectively enhance the image of people with disabilities by using appropriate language and modeling appropriate interaction to others	
6. Report all service provision information to the Employment Services Director. Carry through decisions made by the Employment Services Director and carry out other duties as directed by the Employment Services Director or Team Leader	
7. Regularly meet with the JDC staff to provide mutual support and establish good feedback mechanisms	
8. Comply with DEEWR guidelines and report where necessary on ESS	
9. Meet the Disability Service Standards and the policies and procedures set down by Rocky Bay Employment Services and Rocky Bay.	

D - Daily; W - Weekly; M - Monthly; R - Regularly; WR - When Required; O - Ongoing

Reviewed, approved and confirmed that the details of this job description are an accurate statement of the duties, responsibilities and requirements of this position

Tony Waters, Director Employment Services

January 2010

In accepting a position with Rocky Bay, the employee confirms they have noted the statement of duties, responsibilities and other requirements as detailed in this job description