

## Inclusive Pathways To Employment Coordinator

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Company: Workskil Australia Ltd

Location: Adelaide

Category: other-general

Salisbury, SA About the Role The IPE is a collaborative pilot with the Brotherhood of St Laurence (BSL) and the National Youth Employment Body (NYEB) to determine if mainstream youth employment services can better support young people with disability, to achieve improved education and employment outcomes. This will operate in four regions nationally, with Workskil Australia delivering the IPE Pilot in Adelaide North. The Pilot consists of three streams, including Stream 1: Case Management, Stream 2: Capacity Building in TTW Team and Stream 3: Capacity Building in Schools. The IPE Coordinator will provide intensive for young people living with disability. This may also include supporting TTW Youth Job Coaches to build skills and knowledge to assist young people to overcome challenges. The coordinator will service a range of customers based on IPE eligibility and commencement procedure including those who are in receipt of NDIS, government financial assistance or other educational funding and work closely with the IPE Manager, BSL, Workskil Australia Transition to Work (TtW) and Flexible Learning Options (FLO) teams. This role is being offered on a part time 24 hours a week, fixed term contract ending on 27 June 2025.

About You To be successful in the role you will be able to demonstrate: Strong interpersonal, written, and verbal communication skills; Experience in youth or disability services; Sound knowledge of the local labour market; Demonstrated understanding of barriers to employment for young people with a disability. Experience working effectively with a culturally diverse range of people; Experience delivering quality case management; and Ability to use the Microsoft Office suite (Word, Excel and PowerPoint) and ability to type (minimum 30 words per minute). Hold a minimum Certificate IV in Employment Services, Career

Development, Youth or Disability. Desirable Lived experience of Disability A tertiary qualification in human services About Us Workskil Australia is a national not-for-profit and charitable organisation, with almost 40 proud years of supporting Australians to achieve sustained economic and social self-reliance. We do this by providing a range of employment, work experience, disability, youth, Indigenous and community services across New South Wales, South Australia, Western Australia and Victoria. We promote a positive team culture where high performance can thrive. We value excellent customer service, integrity and honesty in our employees. We look for employees who have a genuine passion for working with those in need, are results-focused and can contribute to a strong team. In return for your truly valued contribution we will support your ongoing career development and offer a friendly, supportive & innovative environment for you to thrive. We work hard every day to: Work with our Customers to secure great long-term job opportunities. Meet the labour needs of business and industry through quality recruitment services at no cost. Assist businesses with diversifying their workforce. Provide specialist employment and community services to people seeking work, including people with mental illness, injury or disability and Aboriginal and Torres Strait Islander people. Deliver work experience projects to the community. Our values remain at the heart of everything we do and we strive to conduct our business with the highest degree of care, integrity, respect, honesty and service. We believe that the care, respect and high level of service we give to all of our customers is our key point of difference. Remuneration A competitive salary will be negotiated commensurate with skills and experience. As Workskil Australia is a public benevolent institution, we can also offer a portion of the salary through tax effective salary packaging. About your Application For your application, please include both a cover letter and resume. Your letter should set out why you are the appropriate candidate for the role. For ease of upload, we encourage you to combine these into one file as a pdf or word document. If you progress in your application for this role Workskil Australia will undertake screening, including medical assessments and police checks to ensure that you can carry out the inherent requirements of this role and that reasonable accommodations can be made. Prior to an offer of employment being made, candidates must provide authority for a Federal Police Clearance and other checks that may be a requirement of the position. To learn more about working at Workskil Australia head to <https://www.workskil.com.au/about-us/work-with-us/> We are actively looking to fill this role and reserve the right to shortlist and interview applicants whilst this advertisement is open so encourage you to submit your application at your earliest opportunity.

Workskil Australia is an inclusive, equal opportunity employer and we particularly welcome applications from Aboriginal and Torres Strait Islander people, applicants from culturally and linguistically diverse backgrounds and applicants who have a disability. We deliver a range of employment and community services to children, young people and their families and are committed to creating a safe environment for children and young people in the delivery of these services.

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