



## Employment Consultant | June 2024

### Job Responsibilities

As an Employment Consultant, you will act as a case manager working with our CDP participants to meet their mutual obligations with Centrelink by providing highly quality, individually tailored pre- and post-employment related, services in accordance with CDP operational guidelines.

- Using a case management framework to deliver employment services to job seekers.
- Prepare for each interview by analyzing available information and reviewing job seeker documentation to provide a high quality, individualized service.
- Address Job Seeker barriers using Intervention Management Tool.
- Provide pre-employment assistance through vocational counselling, training, job search skills to increase capacity for employment in order to achieve job placements and sustainable employment outcomes.
- Making Employment Referrals on ECSN system and mainly record keeping.
- Support job seekers in the workplace to maintain ongoing employment through effective post-placement support.
- Meet the compliance requirements associated with CDP
- Work in collaboration with job seekers to tailor a job plan with agreed services and activities to achieve sustainable employment.
- Deliver tailored and effective vocational and non-vocational interventions to ensure sustainable employment is achieved.
- Undertake regular monitoring by conducting work-focused discussions as part of each referral interview, including updating of the job seeker's job plan to ensure ongoing engagement of the job seeker.
- Develop a professional resume relevant to the job seeker's acquired skills and experience, that is relevant to the labor market.
- Assist job seekers to link into community-based resources, trainings, and education programs.
- Ensure that all relevant documentation is completed correctly and in line with contractual deadlines and guidelines.
- Ensure the job seeker file and case note integrity is objective, within legal parameters and which withstands Services Australia monitoring.
- Carry out any additional duties as reasonably requested by line management.
- Provide relief case management – if required by Management.
- Support participants with obtaining paid employment and conduct appropriate post placement support to enhance sustainability of employment.