

JOB DESCRIPTION

Title

- Team Coordinator
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Objectives

Staff Support

- Cultivate and sustain a unified and effective staff team in which the skills and contributions of team members are valued, respected and developed
- Co-ordinate and actively support the work activities of team members to achieve clients' vocational goals (for example, arrange and run team meetings, resolve procedural issues, allocate caseloads, advise on and assist with complex client issues)
- Assist each team member to meet her/his responsibilities and to work effectively; both on a day to day basis and by meeting regularly to discuss clients, duties, achievements, issues, ideas, etc
- Promote and actively support individual and team professional development

Promotion

- Work with, and augment the work of, Employment Coordinators promoting Job Focus to potential employers and job seekers

Recruitment

- Coordinate and implement the recruitment, induction and training of new employees

Quality Assurance

- Coordinate and implement quality assurance and continuous improvement processes

Service Performance

- Negotiate objectives and targets for the team with the CEO and then monitor and report to the CEO about outcomes and performance
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Terms and Conditions

- As agreed with the CEO; based on Community Employment Training and Support Services (CETSS) Award, Training and Placement Coordinator
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Limitations

The Team Coordinator is accountable to and supported by the CEO to use initiative, flexibility, encouragement and ingenuity to achieve the aims of her/his position but is not authorised to:

- make significant changes to formal procedures
 - make new policies or change existing policies
 - approve expenditure outside a budget agreed with the CEO
 - make substantial commitments to or agreements with other organisations
 - implement formal staff counselling and/or disciplinary procedures
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Selection Criteria

- Ability, commitment and ambition to coordinate, support and guide a small team of professional staff
 - Knowledge of (or ability to learn about and understand) operational, administrative and other day to day issues of disability employment support service provision
 - Ability to positively represent an organisation to a wide variety of people
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