

Employment

Position description

Position title	NDIS Mentor
Division	Employment – NDIS, Finding and Keeping a Job
Site	As advertised
Reports to	Site Manager



are-able's purpose

Creating opportunities for inclusiveness in communities.

Eligibility

To be appointed to a permanent position, you must be an Australian citizen or have permanent residency status or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

Primary position objective

To support NDIS participants aged 14-65 to build capacity for further education or employment through individualised, person-centred plans, offering capacity building services, work experience, skill-building, and employment opportunities, while fostering positive relationships with stakeholders including families, support coordinators, and professionals.

Key Accountabilities

- Provide tailored, individualised support to participants to build their knowledge, skills and independence while working towards their NDIS employment goals.
- Facilitate engaging employment skill building sessions to small groups of participants, delivering structured content to improve job readiness.
- Manage a caseload of up to 14 participants and support them on their education and/or employment journey.
- Build a rapport, trust and respect with each individual participant.
- Assist Participants in defining career objectives and developing comprehensive person-centred plans.
- Track progress, refine strategies as required, and deliver insightful feedback for Participant growth.
- Cultivate confidence, resilience, and a positive mindset to navigate Participant challenges effectively.
- Engage Participants in proactive job search strategies and career development activities.
- Build strong relationships with employers to create and customise work experience and employment opportunities for Participants.
- Offer direct support during work experience placements and employment transitions.

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- Maintain strong relationships with key stakeholders, including Participants, family members, carers, colleagues, funding body staff and subsidiaries, community services and employers.
- Attend disability and pathways expos and events as a representative of are-able and our NDIS employment services.
- Work in cooperation DES providers to support the placement and ongoing employment support of Participants into paid employment.
- Accurately maintain Participant records, journal notes, documentation, reporting, and customer management system.
- Write comprehensive NDIA requested reports detailing the support that had been provided to the participants on a quarterly basis.
- Adhere to all codes of conduct, service guarantees and service standards (including the National Standards for Disability Services), that underpin are-able's operations.
- Adhere to are-able's Quality Management Systems.
- Deliver services that fully meet the requirements of NDIS practice standards, including assessment, planning, skills development, employment experience and post placement support.

Position dimensions

Key relationships	
Who	Why
Internal	
NDIS Program Operations Managers, Site Manager & Team Leader	Provide key deliverables outlined in key accountabilities and primary position objective.
Employment division	Participate and provide support as required to team members within Employment.
External	
Participants	Provide support, mentoring and encouragement to job seekers to achieve required outcomes.
Employers	Work with employers to deliver solutions while creating opportunities for job seekers.
Community	Promote are-able within the community to enhance opportunities for job seekers.

Position capabilities

Capabilities for the role

are-able positions require several mandatory functional capabilities essential upon commencement in the Employment Preparation and Engagement Consultant position.

Mandatory	Description
NDIS Worker Screeners Check	This assessment determines whether an individual who works or intends to work with people with disabilities may pose a risk to them. Obtaining this clearance is a mandatory requirement for the position, and without it, you will not be able to commence employment.
Working with Children Check	This screening process ascertains that a person is eligible to work with children and is required for this position.
Current Drivers Licence	A current Drivers Licence is essential for this position.

Organisational accountabilities

Be familiar with and follow the are-able's **Code of Conduct**. If successful, a copy is provided with your Welcome letter—alignment to are-able's organisational culture via desired attitudes and behaviours.

Be familiar with and undertake all work by relevant policy and legislation. Consider all aspects of workplace well-being, safety and health and be familiar with are-able policies appropriate to your position. Alignment to are-able's organisational culture via desired attitudes and behaviours.

Commitment to personal development activities and willingness to participate in continuously improving are -able's processes and services. Compliance with NDIS Practice Standards and other National Operating Standards as required.

Work together as a team to create opportunities for inclusiveness in our communities.

Employees may be assigned additional duties not specifically outlined in the Position Description but within the capacity, qualifications and experience generally expected of a person in this role.

Key competencies

Qualifications and Experience

- Certificate III or IV, or Diploma or Degree in relevant field (Disability, Community Services, Education, Employment Services), or at least 2 years' experience in the disability service sector.
- Experience working within a NDIS service supporting people with a disability

Your application will be assessed against the below vital competencies:

- Proven skills and experience linked to delivering employment preparation services and support to NDIS participants.
- Proven skills and experience linked to engaging employers and community services to facilitate opportunities for people with various support requirements, or capacity to develop these skills as demonstrated by extensive relevant experience.
- Excellent interpersonal, verbal, and written communication skills.
- The ability to work in partnership with NDIS Participants and their family members/carers to assess their needs and to develop strategies to meet these needs.
- Capacity to work with and support individuals of all ages that have a variety of disability support needs.
- High level of professionalism in organising work and time-management.
- Ability to prioritise tasks and exercise initiative and creativity in achieving desired outcomes for participants.
- Skills and experience in promotion to stakeholders in a service industry setting.
- Capacity to develop and deliver innovative employment training and support to participants in both a group and individual setting.
- Strong computer skills in using Microsoft Office, Outlook, MS Teams, SharePoint and customer management systems.
- Cultural competency and a commitment to workplace diversity:
 - Successful applicants must demonstrate their commitment to are-able's Vision and Values. They must be able to effectively interact with people from cultures and backgrounds that differ from their own and be able to deliver services inclusively and sensitively. Successful applicants must be willing to undertake training in these areas as required.

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Application details

are-able supports an inclusive approach in the workplace, and we strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people with disability, people from diverse cultural and linguistic backgrounds, mature age workers, and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQIA+) people.

Applications must be submitted online and include an application letter (clearly stating which location you are applying for), full personal particulars, qualifications and experience, and the names of two (2) supervisory referees.

Other documents you feel are relevant may also be attached. However, this is limited to five documents and no greater than two megabytes (2MB) file size.

Note: are-able is committed to providing accessible, inclusive, and equitable recruitment processes for all candidates. If you require support or reasonable adjustments during the recruitment process, please email recruitment@areable.org.au or call 03 5564 7400 to speak with someone from our People & Culture team.