

NOVA Transition Staff Job Description

Responsible to:	Transition to Work Manager ♦
Hours:	Part time, Wed to Friday 8.30am to 4.30pm
Conditions:	In accordance with the Community Employment, Training and Support Services (CETSS) Award
Wage Category:	Training and Development Officer Grade 2 Level A

♦ *Some NOVA Transition staff will be operating out of existing NOVA Employment offices. These staff must abide by local office policies and procedures for the smooth running of the office, and on these matters will be answerable to the local Branch Manager. For example, informing the Manger when they leave the office, filling in the office diary, rules for using office facilities and resources (photocopier, fax, internet, etc), where to park, etc.*

Position Summary:

NOVA Transition staff will assist people who have a disability in their transition from school to the workforce. This will require a worker to:

- Deliver group training sessions in pre-employment skills
- Evaluate trainee progress and complete reports for management
- Build rapport and provide encouragement to assist individual trainees to set goals and prepare for the workforce
- Liaise with parents to inform of plans and progress
- Liaise and negotiate with employers, business, and community organisations to arrange work experience opportunities and group learning projects

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NOVA Transition Staff Duty Statement

Administration

1. Complete personal internal paperwork daily (i.e., Time Sheets, Reports, etc). Ensure paperwork is submitted to Transition Coordinator before 10:00 a.m. Monday each week for the previous week.
2. Complete own Vehicle Log Sheet when your vehicle is used for work purposes. On the first day of each month, provide Travel Reimbursement Claim Form for previous month to Transition Coordinator. Approved Travel Reimbursement Claim Forms will be authorised by your Transition Coordinator and forwarded to Administration immediately.
3. Attend and prepare for staff training as required.
4. Attend staff meetings as required.
5. Using the Staff Induction Training Manual guidelines for the NOVA Transition program, ensure trainee files and reporting is up to date and remains up to date.
6. Prepare *Weekly Training Schedules* and complete weekly *Service Delivery Diary Forms*.
7. Complete monthly *Training Resource Reconciliation Forms* to account for training resource spending.
8. Prepare *Transition Plans* for all trainees within two months of trainee program start date, and review and document progress every six months. Redevelop during each phase of training.
9. Regularly evaluate trainee's progress during all phases of service delivery by completing *Evaluations*.
10. Complete *Trainee Reports* monthly and other reports as required by the Transition Coordinator.

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11. Prepare *Work Experience Plans* for all trainees within four months' of program start date. Review and document progress every six months. Redevelop during each phase of training.
12. Complete *Work Experience Placement Forms* and fax to the Transition Coordinator
13. Create a database of business and employer, and community contacts and maintain this database.
14. Ensure any computerised records are updated and maintained as determined appropriate by management.
15. Under the guidance of senior management, participate in the preparation of funding proposals as required.

Service Delivery

1. Provide training to groups of trainees by preparing and delivering training sessions in employment skills using a variety of training methods. EG: discussion groups, activities, projects, individual coaching sessions, self-paced work, industry visits. Complete training reports and feedback.
2. During all interactions with trainees, conduct pre-employment training to reinforce the concepts of employment. This includes providing training on the rights and responsibilities of employees and employers, work ethic, hygiene, personal presentation and budgeting.
3. Assist trainees to meet employer expectations by being a role model, and providing advice, training, and examples of suitable dress, speech and conduct.

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4. Assist trainees to set short term and long term employment goals and conduct regular individual goal setting sessions with trainees and their significant others. Where necessary help trainees determine suitable employment.
5. Monitor and assess individual trainees to ensure progress is being made and report progress.
6. Provide training and support to help trainees become ready for work experience placements.
7. Liaise with and canvass business and employers to arrange suitable work experience opportunities for individual trainees. Work cooperatively with other NOVA Transition staff members in this regard.
8. Provide worksite support to trainees engaged in work experience, as per NOVA Transition's policy.
9. Provide travel training to trainees.
10. Liaise with community organisations to provide group learning projects with the goal of learning pre-employment skills.
11. Effectively budget and manage *Monthly Training Resource Monies* to provide best possible training program for trainees within the program guidelines.
12. Liaise with trainees, parents, Centrelink, employers, advocates and any other necessary party, to ensure the smooth participation and progression of trainees through the program.
13. Organise and supervise events to involve parents and significant others in the program.
14. Participate in the development of promotional material, and attend Expos, Schools, Open Days, and events to promote the future growth of the program.
15. During the program, liaise with NOVA's Specialist Disability Employment Agency staff on behalf of individual trainees regarding employment goals.

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16. Refer trainees who are ready to work to the local NOVA Employment branch for service delivery, and conduct handover interview/s. Where suitable, assist in this transition to work♣.
17. Project a positive image with regards to attire (refer contract – ‘smart casual’), personal presentation and in both written and verbal communications, at all times.
18. Assist trainees to complete the NOVA Transition program and obtain the skills needed to participate in employment within the specified funding period.

■ *During the course of employment with NOVA Transition, it will be necessary for me to assist in the development of training programs. I understand that all such material produced is the property of NOVA Employment and Training Inc.*

♣ *In the event that all Transition Trainees are placed into employment, NOVA Transition staff will be employed as Employment Consultants, and the Employment Consultant’s Duty Statement will apply.*

Workplace Culture

1. During work hours, comply with the organisation’s “Staff Code of Behaviour”.
2. During work hours comply with the organisation’s policies and procedures.
3. During the course of performing all duties, behave in a manner that is consistent with the aims and objectives of NOVA Employment.
4. Comply with Disability Service Standard Four — Privacy, Dignity and Confidentiality. “Each consumer’s right to privacy, dignity and confidentiality in all aspects of his or her life is recognised and respected.”

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Staff Code of Behaviour

1. NOVA staff must be aware that they provide a role model for the trainees of the organisation. At all times staff will behave in a professional and dignified manner.
2. The staff of NOVA have a responsibility to protect the rights and privacy of trainees.
3. NOVA staff will not do anything that is detrimental to the well-being of trainees or potential clients.
4. NOVA staff will not discuss confidential issues of the organisation with people outside of the organisation without the written agreement of the Chief Executive Officer.
5. It is the responsibility of NOVA staff to ensure that co-worker relationships are dignified and respectful.
6. Staff will follow the Grievance Procedure set down by the Board to try to resolve any conflict with other staff or members of the organisation.
7. NOVA staff will not behave in a manner that is detrimental to the organisation.
8. Staff will at all times, represent the organisation in a positive way.
9. It is the responsibility of NOVA staff to ensure that the taking of drugs and the abuse of alcohol do not occur in the workplace or interfere with work performance.
10. NOVA staff will not tolerate or inflict physical or verbal assault or sexual harassment in the workplace in any form. Harassment is a discriminatory practice that is unlawful under the Australian Equal Opportunity Act 1973.

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Dress Code

Staff are expected to dress to a smart-casual standard that will be acceptable in a business interview. When providing on-site support, dress is to a standard consistent with the worksite.

Your Signature: _____

Your Name: _____ Date: _____

Start Date: _____

Coordinator Signature: _____

Coordinator Name: _____ Date: _____