



# Employment Support Consultant

## Service Innovation

- **Purpose** to support participants diagnosed with Multiple Sclerosis to achieve their goals in maintaining or obtaining their chosen employment in the open labour market.
- **Responsible** for the provision of high quality disability employment services to clients with Multiple Sclerosis in accordance with the Disability Employment Service Deed and Multiple Sclerosis Limited Policies and Procedures.

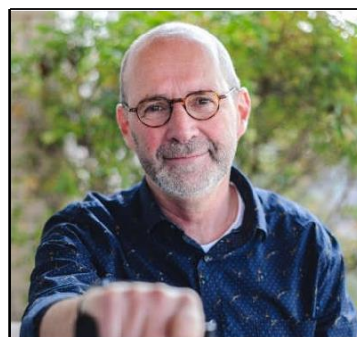


Multiple Sclerosis Limited, commonly known as MS, is the go-to provider of information, advice and support for people affected by multiple sclerosis.

We're a combined entity of the ACT, NSW, Victoria and Tasmania with over 60 years' insight into how to live well with progressive neurological conditions.

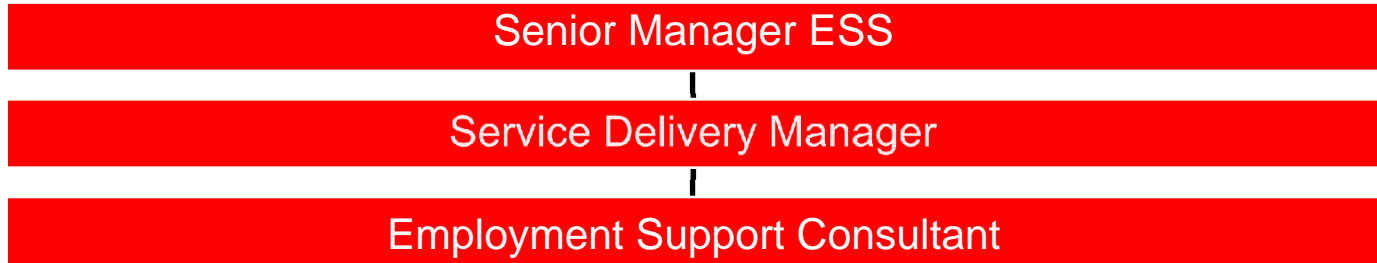
We offer vital support and services for people living with multiple sclerosis while the search for a cure continues.

We are here so no one has to face MS alone.





**Organisation Dimensions**



Position Dimensions	
Budget (\$ value)	
Staff numbers	
Location/s	NSW/ACT, VIC/TAS, WA and QLD
Other	Work closely with the Employment Development Consultants to affect the best outcome for participants

**Key Responsibilities**

Organisational and Administration Support	
	<ul style="list-style-type: none"> <li>Facilitate and /or conduct assessments to establish participants 's current status and needs and identify any vocational barriers jeopardising current employment or preventing the individual from finding new employment</li> <li>Coordinate case load of participants</li> <li>Identify any vocational barriers and non-vocational barriers</li> <li>Coordinate and provide appropriate assistance to clients and employers</li> <li>Coordinate and Implement workplace modifications</li> <li>Work closely with employment support officers to facilitate services, treatment and sourcing and purchasing of equipment</li> <li>Apply for and coordinate funding for individual services and workplace modifications</li> <li>Keep all relevant stakeholders informed of the participant's progress and any changes</li> <li>Provide assistance to participants and employers as required when job seekers are placed in new employment and monitor progress</li> <li>Refer clients to other MSL services or external providers as appropriate</li> </ul>
Relationship Management	
	<ul style="list-style-type: none"> <li>Develop and actively maintain effective and mutually beneficial relationships, including relationships with staff, health professionals and community service providers, to support the work of MSL, facilitate client access to service provision and enhance the organisation's relationship with the community</li> <li>Build and maintain effective relationships with participants and their carers</li> <li>Establish close working relationship and communicate regularly with Employment Support Officer(s) Development Consultant(s)</li> <li>Work as a collaborative and supportive team member</li> <li>Share information and ideas with the team and other MSL teams, and administrative staff in relation to service delivery</li> <li>Maintain strong communication ties between stakeholders to ensure all parties are fully informed about operational activities</li> </ul>



## Values

- Actively support MS' purpose, value, service promise and strategic vision
- Operate in line with MS' policies, procedure and practices
- Promote and work within MS' Services Innovation delivery principles
- Positively and constructively represent the organisation to external contacts at all opportunities
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times
- Actively demonstrate and embed into every day work the MS Service Promise & Foundation Behaviours
- Ensure the health, safety and welfare of self, co-workers and others
- Follow all reasonable directions given by the organisation
- Support, promote and show sensitivity to diversity in the work place

## Position Requirements

### Knowledge, Skills and Experience

- Demonstrable understanding of and commitment to working with people who have a disability
- Knowledge of employment barriers that individuals with a disability face when trying to maintain or look for employment
- Proven ability to maintain and coordinate client case load
- Ability to develop and implement innovative client and outcome focused strategies
- Excellent organisational, planning and time management skills
- Advanced negotiation, interpersonal, verbal and written communication skills
- Effective, positive problem solving and conflict resolution skills
- High levels of computer literacy in using a range of Office computer packages
- Ability to work autonomously and as part of a team

### Qualifications

- Tertiary qualifications in Allied Health – Occupational Therapy or Physiotherapy
- Registration with an appropriate registration body e.g. AHPRA

### Desirable

- Experience working with Multiple Sclerosis or similar progressive neurological conditions
- 1-2 years' experience working in Disability Employment Sector or
- 1-2-year experience working in Occupational Rehabilitation
- Experience using ESS data base and Job Access

### Other – must be completed/provided prior to commencing employment

- Right to work in Australia
- Current valid driver's license desirable
- Current national police record check
- International Police Check if lived overseas for longer than 12 months in the last 10 years (to be provided by the applicant)
- Current working with children or vulnerable people check if applicable
- Consent to DWES check if applicable