

Employment Consultant

Position description

Working together moves mountains

Workwise is a unique employment support agency. We work with people who are facing personal or health challenges and support them to return to or stay in employment.

Workwise has taken a 'whole of person' approach to providing employment services for people. We know having a paid, good quality job brings health and wellbeing, financial security, an increased sense of citizenship and other positive social impacts.

We work with a range of partners including Work and Income, District Health Boards, Primary Care, Department of Corrections and other NGO's.

Workwise Employment Ltd is a registered company with charitable status and operates in Auckland, Waikato, Rotorua, Bay of Plenty, Taranaki, Whanganui, Wellington and Canterbury.

Responsibilities

You will:

- ✓ Support people to return to work and remain at work.
- ✓ Build and maintain relationships with employers, community organisations and government agencies, ensuring sustainable employment connections to support people finding and living their dreams.
- ✓ Contribute to our reputation for excellence and innovation through delivering high quality service and by seeking opportunities to continuously improve everything we do.

Focus

- ✓ Every day, support people to get and keep jobs.
- ✓ Support people by implementing evidence based approaches.
- ✓ Engage in value adding relationships with employers to secure employment for people.
- ✓ Work collaboratively and actively participate with all services and teams Workwise are integrated with.
- ✓ Act in a culturally safe and respectful manner and always be mindful of the culturally diverse nature of workplaces and communities.
- ✓ Contribute to Workwise teams through proactive participation and self-development in order to benefit people using our services.
- ✓ Be a safety champion by modelling behaviours and actions that keep you and others safe.
- ✓ Wellbeing practices keep you performing at your best.

Key Performance Indicators

(Targets may vary from time to time due to contractual requirements)

- ✓ Demonstrate knowledge of contractual targets and requirements.
- ✓ Consistently meet target by achieving a minimum of 26 paid employment outcomes per year and a minimum of 60% client job retention at three months (as per the outcomes guidelines).
- ✓ Achieve additional outcomes such as changed employment, NZQA training or other vocational activities.
- ✓ Make at least six face to face employer contacts per week on behalf of clients looking for work.
- ✓ Input data into Recordbase or appropriate database accurately.
- ✓ Ensure all employment plans and client documentation is completed within KPI timeframes.
- ✓ Follow Workwise policies and processes.
- ✓ Be guided by the role success factors.

Attributes

Leader

Create opportunities for people to be employed in the quickest, most efficient manner possible.

Positive

Adopt a positive "whatever it takes" attitude to assist people to move into work.

Confident

Champion collaboration to achieve goals.

Purposeful

Inspire others with energy, enthusiasm and motivation to take action.

Creative

Recognise that often systems have discouraged people's employment aspirations. Design ways to re-ignite and/or heighten people's motivation to work and to achieve independence.

Instil hope!

Requirements

- ✓ Strong skills and relevant experience in the field of mental health and/or employment.
- ✓ Level 4 or higher qualification in rehabilitation, return to work, allied health or other relevant area, or be willing to undertake training relevant to the role.
- ✓ Exceptional relationship building and communication skills.
- ✓ Innovative and problem-solving thinking.
- ✓ A focus on responsiveness, relationships and results.
- ✓ A client-focused approach.
- ✓ Excellent time management and organisational skills.
- ✓ Strong computer skills.
- ✓ Full driver's license.