



Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people with Autism Spectrum Disorder.

Position Description

Employer Engagement Officer Autism EmployABLE

Team	Autism EmployABLE
Location	Sunnybank Hills
Manager	Project Leader Autism EmployABLE
Classification	Contract
Employment Status	Full-Time fixed term

Purpose

The purpose of this position as Employer Engagement officer for Autism EmployABLE is to actively engage with the business community utilising a variety of methods to secure employment opportunities for participants of the Autism EmployABLE program. They will work closely with Autism EmployABLE team members to assist in employment planning for participants as well as provide advocacy and create Autism awareness through all interactions with potential employers.

Responsibilities

- Engage daily with the business community through cold calling, email and face to face connections.
- Develop new business relationships and maintain existing relationships with the view to securing new job opportunities for participants of the Autism EmployABLE program.
- Work closely with Autism EmployABLE team members to assist in participant employment planning.
- Match participants in the Autism Employable project, to positions that they are able and comfortable to do.
- Provide Autism-specific job audits and task breakdowns of specific roles to identify suitable positions within the businesses who have agreed to participate in the program.
- Provide On-the-job autism-specific coaching for employees participating in the program.
- Contribute to the refinement of the *Autism Employable Model* so that it can be rolled out nationally in collaboration with disability employment services
- Contribute to the development of a training package for managers and HR staff of businesses who have agreed to participate in the project with the aim of assisting them to understand the strengths

and challenges of people on the spectrum, and workplace accommodations that can be used in a range of workplaces.

Key Performance Indicators

- Provide / generate sufficient vacancies per month for a designated caseload as set by the project leader.
- Achieve specific KPI's for placement outcomes per month as determined by the project leader.
- Establishment and maintenance of positive relationships with the people on the spectrum participating in the Autism EmployABLE project and the managers, HR staff and co-workers within the businesses who have agreed to participate in the project.
- Evidence of the capacity to work effectively and collaboratively with other members of the *Autism Employable* team
- Provision of timely and comprehensive reports to the *Project Leader Autism Employable*
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- A minimum of two years' experience working in the Disability Employment Sector
- Experience of working to sales targets and other key performance indicators (KPI's)
- Ability to cold canvass employers, generate leads and job match with a good knowledge of the local area labor market
- Highly effective interpersonal communication skills with proven ability to work collaboratively, and to build effective relationships with internal and external stakeholders
- Knowledge and experience in the use of Microsoft Office suite of programs

Highly-Regarded

- Professional experience in the field of Autism
- Experience with workplace coaching of people with disabilities

Special Conditions & Requirements

- Metropolitan and intrastate travel
- Possible outside regular hours work
- Open driver's license
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available

- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card.
- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- Certificate of Completion in NDIS Worker Orientation Module “Quality Safety and You”

Position Description Reviewed: November 2019