



mclaren vale  
enterprises

# WE'RE HIRING



## EMPLOYMENT ASSISTANCE CONSULTANT



- ✓ Join our team and help create opportunities for people requiring support
- ✓ Support people transition to employment
- ✓ Salary Packaging

**As we continue to grow, we are looking for people who are passionate about supporting people facing barriers to employment.**

**Based in the Southern Vales, your role will be to provide a range of individual and/or group-based employment supports, that encourage and increase community engagement, economic participation, and increased capacity to reach employment goals and aspirations.**

### About Us

McLaren Vale Enterprises is a registered NDIS service provider and not-for-profit organisation, offering a range of tailored supports for people living with disability. We are deeply connected to the local community and driven by a vision of inclusivity, sustainability, and opportunity, ensuring a brighter future for everyone we support.

We are a dynamic and innovative organisation committed to supporting people with disability in the Southern & Fleurieu regions.

### About the role

As an Employment Assistance Consultant, you will support in both individual and group settings, designed to help participants strengthen their capacity, build confidence, and acquire the job readiness skills needed for employment.

The role involves supporting participants as they develop key employment capabilities such as customer service, time management, money handling, independent travel, effective communication, and understanding how to follow workplace instructions.





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Through personalised, capacity-building activities, you will support each participant progress toward their individual employment goals.

Success in this role requires the ability to show initiative, the ability to work autonomously, identify key learning areas, and apply creative, practical strategies to address challenges and overcome barriers. By fostering growth and confidence, you will make a meaningful difference in the lives of the participants you support.

### **Skills and Experience required**

- Able to work with participants to meet individual goals and able to support complex physical and social needs
- Well-developed communication and interpersonal skills
- Recent case management experience (DES experience highly regarded)
- Excellent administration skills
- Experience working with employers and businesses to negotiate job opportunities for people
- Experience supporting people with a disability in an open or supported employment environment
- Ability to work to a timeline
- Represent the organisation in a professional manner
- Excellent customer communication skills
- Ability to effectively communicate/network with all stakeholders (participants, families, schools, employers, and other support services)
- Cert III Individual Support (Disability) equivalent or higher
- Appointment to the position is subject to a satisfactory NDIS screening
- Current Drivers Licence (ability to secure driver accreditation through DPTI)
- Current Senior First Aid Certificate
- Demonstrated ability to meet KPIs
- Knowledge of the National Disability Insurance Scheme (NDIS)





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### Key responsibilities include:

- Participate in developing and implementing individual and group-based capacity building, job readiness and work experience support
  - Provide on-site support during work experience(s) to increase total understanding of workplace expectations and behaviours
  - Support participants with personal growth and development
  - Provide support and mentoring to participants that encourage a level of competence and independence with their employment and training goals
  - Optimise appropriate work experience opportunities for participants
  - Carefully assessing the needs of both the employer and participant for successful outcomes
  - Maintain necessary documentation of service provision and reporting
- Liaise and network with internal and external stakeholders

### Benefits and rewards

This position offers Salary Packaging and a fun and supportive team environment.

#### Mandatory qualifications

- NDIS Clearance
  - Cert III Individual Support (Disability) equivalent or higher
  - Full Drivers Licence, Driver History Check from within the last 12 months AND ability to gain driver accreditation through DPTI
  - First Aid Certificate including CPR
- 
- This casual position involves working 3-5 days per week.
  - \$45-50 per hour

## JOIN OUR TEAM!

## APPLY NOW

**Please address your Cover Letter and CV to Barry Sims, Employment Services Manager.**



[admin@mclarenvaleent.com.au](mailto:admin@mclarenvaleent.com.au)



[mclarenvaleent.com.au](http://mclarenvaleent.com.au)

