



Employment Consultant – Kalgoorlie

Part Time – Fixed Term

The role of Employment Consultant at Forrest Personnel is both challenging and rewarding.

- You will coach and support people helping them develop practical and effective job preparation skills.
- Using your existing networks, or your natural ability to build new relationships, you will *love* finding job opportunities for people.
- Being able to appropriately match a person to a job, you'll then provide ongoing support as necessary.
- Keeping on top of notes and compliance won't be a problem, you'll see this as just a part of what you need to do.

Who will you be working for?

At Forrest Personnel 'No Ability Wasted' is not just something we talk about.

We believe it and every day we turn these words into actions.

We are an innovative, local charity that specialises in supporting people with health conditions, injuries or disabilities to find and keep jobs.

We provide free recruitment services to employers and provide on the job support, wherever and whenever it's needed for as long as it's needed.

We've been around for over 30 years and our teams are fierce advocates for the people we serve across communities in rural and regional Western Australia.

We are looking for another *'fierce advocate'!*

What will you need to bring to the role?

- A desire to motivate and help people achieve their goals.
- You will be outgoing, people oriented and persuasive. A great communicator.
- Working as part of the team or on your own, you'll be happiest when you know you're doing a good job.
- You like the details, accurately working with our guidelines will be a comfortable fit for you.
- Strong administration skills with competency in Microsoft Office applications will be essential.



What can Forrest Personnel offer you?

As an employer focused on continuous improvement, we're always looking to do things differently. We value motivation and initiative and if you feel you have a passion for service excellence, you'll be rewarded with:

- the option of generous salary packaging;
- This is a part time role of 15 hours a week with the flexibility to work the hours during the week from Monday to Friday.
- This role may also increase in hours for the right applicant.
- fixed term contract until June 2023;
- access to an Employee Assistance Program which offers free confidential counselling for you and your family;
- discounted health insurance through our selected provider; and
- most importantly, the privilege of working for a values-based organisation that's totally committed to our local communities.

All candidates must possess, or be able to obtain, a Working with Children Check, Driver's Licence and National Police Clearance prior to commencement.

Forrest Personnel is an Equal Opportunity Employer, with a strong commitment to diversity in the workplace. We encourage applications from individuals with a disability, health condition or injury, as well as those with culturally diverse backgrounds, including Aboriginal and Torres Strait Islander people.

Take Action!

If you would like to be part of a caring, happy and energetic team, please follow the link below

<https://www.fp.org.au/careers-at-fp/current-vacancies/>

And follow the following steps

1. Download and complete the Application form.
2. Submit the completed application form and your cover letter & resume to recruitment@fpi.org.au

Applications submitted through SEEK without an application form will not be considered.

FPI reserves the right to withdraw this advertisement prior to the stated closing date.

Only applicants successful in progressing to interviews will be contacted.