

Position Description

INCUMBENT:

POSITION: Project Officer Circles of Support

REPORTS TO: Executive Officer

HOURS: 21 hours per week

TERM: This is a fixed term contract until 30 November 2016.
Continuation of this position is dependent on DAIS receiving ongoing funding.

CLASSIFICATION: SCHCADS Modern Award, Level 5

POSITION CONTEXT:

Disability Advocacy and Information Service (DAIS) is an independent community organisation providing a voice and empowerment to people with all types of disability and all ages, and their carers, living in North East Victoria and Southern parts of New South Wales. DAIS advocates, informs, trains and resources individuals and organisations in human rights to enhance community participation by a diverse range of people in support services and the wider community.

1. PURPOSE AND FUNCTION:

This project is based around the concept of full community inclusion through ‘circles of support’ for young people with disability. The project will aim to build the capacity of young people with a disability exiting school, and their families. The Project Officer will work with young people with disability to identify relationships and family networks as an informal solution to the employment barriers they experience. This solution is to test the innovative potential of Employment Circles of Support, which involve learning about the young person, spending time with them and understanding their interests, skills, talents, and aspirations regarding their career pathway, and identifying roles that make them feel valued.

Project Objectives

1. Bring the community together, supporting and empowering people with disabilities to achieve full social and employment inclusion.

2. Provide community based training as an alternative to the disability based model, and to organise necessary supports, either paid or unpaid, for the person to fully benefit from the training and to engage socially in the community.
3. To develop the unique talents, strengths, interests and abilities of individuals, enabling them to access open employment.

2. MAIN DUTIES AND RESPONSIBILITIES:

- 2.1. Work under the direction of the working group consisting of people with disability and the families to achieve the outcomes of the project.
- 2.2. Develop circle of support to 5 to 7 young people with disabilities and monitor the outcomes.
- 2.3. Develop and trial a prototype for developing a circle of support to increase opportunity to enable young people with disability to gain meaningful employment.
- 2.4. Evaluate the learnings from the project and develop model for spreading the leaning to develop more circles of support.

3. COMPETENCIES

- 3.1. Ability to set outcomes within defined restraints.
- 3.2. Ability to manage own workload within available hours.
- 3.3. Able to work independently under general supervision.
- 3.4. Able to exercise initiative and judgment within the guidelines of set practice and DAIS' policy and procedures.
- 3.5. Demonstrated ability to work with young people with disability to achieve their employment outcomes.
- 3.6. Efficient computer skills including the use of Word, Outlook, Excel and client management system.

4. PHYSICAL DEMANDS & WORK ENVIRONMENT

- 4.1. Be able to sit at a workstation for an extended period of time.
- 4.2. Demonstrated ability to travel throughout the region.

5. SELECTION CRITERIA:

- 5.1 Demonstrated understanding of young people with disability and their ability to create employment opportunities: rights of people with disabilities, barriers that prevent them from gaining employment. Learning styles of people with intellectual disability.
- 5.2 Qualifications and experience: Tertiary qualifications or equivalent work experience in relevant field of Community Development, teaching, or other appropriate qualification, and/or relevant experience.
- 5.3 Current driver's licence or other demonstrated means of conducting the duties of the position throughout North East Victoria and Southern New South Wales.
- 5.4 Highly developed communication skills: effectively able to communicate with a range of people, writing skills, computer skills, demonstrated capacity to network, facilitate, build relationships, and work effectively with a range of individuals and agencies. Ability to develop and present education programs.
- 5.5 Demonstrated ability to resource, support and train Circle mentors.
- 5.6 Team member: Ability to contribute as a team member and complete specific tasks asked of you by other team members.

6. OTHER RELEVANT INFORMATION

- 6.1. An innate element of the position requires the person to work on a one to one basis with vulnerable people including children. It is a requirement that the incumbent has a current National Criminal Record Check and Victorian Working With Children Check. (DAIS will arrange if the successful applicant does not have these certificates.)
- 6.2. The position will be located at Wodonga with travel to areas in North East Victoria and Southern NSW.
- 6.3. Some out-of-hours work and travel will be required.
- 6.4. DAIS owned motor vehicles are normally available for work-related travel. There may be times when staff are asked to use their own vehicles.
- 6.5. DAIS is an equal opportunity employer.
- 6.6. DAIS has a smoke-free workplace policy.

7. WORK HEALTH AND SAFETY

All workers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

In line with Section 28 of the WHS Act 2011 - Duties of workers and Section 25 of the Victorian OHS Act 2004 – Duties of employees.

While at work, a worker must:

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All workers have a responsibility to:

- cease work if a threat to the health or safety of themselves is imminent or immediate, whilst accepting other safe duties while the threat is removed, as per sections 84 to 87 of the Australian WHS Act 2011
- report any incident or hazards at work to their team supervisor;
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
- obey any reasonable instruction aimed at protecting their health and safety while at work;
- use any equipment provided to protect their health and safety while at work;
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
- consider and provide feedback on any matters which may affect their health and safety;
- ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

All workers are responsible for their own personal safety. They must:

- communicate with the team supervisor over any issue which may be considered a hazard
- complete all risk assessment requirements

- not misuse any equipment
- cooperate with the PCBU/person with management or control and supervisors over health and safety issues
- actively participate in WHS training and staff talks
- follow safety procedures and guidelines
- report any incident or injury as soon as possible and not put themselves or others in danger.

Declaration

I have read the Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with DAIS policies and procedures and can be required to work in any location under the jurisdiction of DAIS.

I also agree to strictly observe DAIS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

Executive Officer Name: Martin Butcher

Signature: _____ **Date:** _____

NEXT REVIEW DUE: November 2016

Prepared by: Martin Butcher
Approved by: Martin Butcher EO
Date: November 2015