



## POSITION DESCRIPTION

Position title	Community Support Officer
Conditions	Part-time 18 hours per week (paid position), flexible working arrangements
Length	Funding available until June 2022
Accountability	Executive Committee, Down Syndrome Tasmania
Location	Work from own home with office equipment provided

### Down Syndrome Tasmania

Down Syndrome Tasmania is the peak body representing people with Down syndrome and their families in Tasmania. We also contribute to Down Syndrome Australia and its activities at a national level. Our mission is to promote opportunities and provide support for people with Down Syndrome to fully participate in the community. Our objectives are to:

- Create a strong & supportive Down syndrome community
- Provide a voice to the Down syndrome community - Advocacy
- Improve the health of people with Down syndrome
- Improve the quality of education for people with Down syndrome
- Improve employment outcomes of people with Down syndrome
- Improve independent living outcomes for people with Down syndrome
- Increase the positive profile of people with Down syndrome in the community

### Position Objective

Down Syndrome Tasmania is looking to employ a part-time Community Support Officer to work on a range of projects which aim to create a stronger, better supported Down syndrome community. This position is funded on a fixed term basis until the end of June 2022 as part of an Information, Linkages and Capacity Building Grant awarded to Down Syndrome Australia. The position reports directly to the



Down Syndrome Tasmania Board through DST's President. The successful applicant will be dynamic, organised and collaborative and enjoy working independently. This position will involve:

- Connecting with the Tasmanian Down syndrome community through a range of mediums.
- Working with Down Syndrome Australia and the other State organisations to facilitate resource development and sharing and encourage uptake of resources in Tasmania. Attendance at regular meetings with other State organisations (generally online) is a core part of the role.
- Connect with health and education sectors to promote resources and improve the understanding of professionals in these sectors of Down syndrome and the needs of our community.
- Organise workshops, training and social events for members and their families as well as for professionals in the education and health sectors.
- Facilitate opportunities for people with Down syndrome and their carers and families to participate in training and professional development of medical professionals and educators.
- Seek out further opportunities for our members which contribute to our objectives.

Core areas of focus will be:

- Improving access to support and up to date information for parents whose babies have a potential or confirmed prenatal or postnatal diagnosis of Down syndrome.
- Improving the health of people with Down syndrome through improved understanding of Down syndrome amongst medical professions. This will include sharing toolkit resources with medical professionals and within the Down syndrome community, coordinating opportunities for people with Down syndrome and their families to contribute to training and professional development and organising workshops on health-related topics for DST members.
- Improve the education of people with Down syndrome by helping to organise annual professional development workshops for educators and families and by linking members to appropriate peer, professional and advocacy support.
- Increase the positive profile of people with Down syndrome through creation and sharing of content on social media and in local media and coordinating DST's participation in nation-wide awareness raising campaigns and media run through DSA.

This position is funded for 18 hours per week with the expectation that the successful applicant will work from home. Connection with the Down syndrome community or other lived experience of disability is highly desirable.

### Selection criteria

#### **Essential**

Well-developed organisational and time management skills

Ability to work independently

Well-developed written and verbal skills



Excellent interpersonal skills to be able to deal with people of all ages and from all walks of life.

High level of empathy and understanding

Ability to organise and run workshops and social events

An understanding of the challenges people with Down syndrome and their families face in accessing the same opportunities and services as other community members, including health care, education and employment.

A strong commitment to inclusion of people with disabilities

Demonstrated skills in Word, Excel, Powerpoint and email

A current drivers licence (the position is expected to involve some travel within Tasmania)

### **Desirable**

Completion of a relevant diploma or degree

Experience with social media including through administration of closed peer support groups and public pages

Personal connection or knowledge of Down syndrome or other lived experience of disability

### Other requirements

The successful applicant will be required to undergo satisfactory pre-employment checks including professional referees, completion of police record checks and working with vulnerable people check. Ongoing employment is subject to successful completion of a 3-month probationary period.

### Closing date

Applications for the position close on 31 July 2020. Applicants should send their resume and a cover letter addressing the selection criteria to Georgina McGowan, [info@downsyndrometasmania.org.au](mailto:info@downsyndrometasmania.org.au)

### Further information

For further information regarding this position please contact [info@downsyndrometasmania.org.au](mailto:info@downsyndrometasmania.org.au) or 1300 592 050