

Position Description

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| POSITION TITLE | Club21 Facilitator |
| REPORTING TO | Program Manager (Club21) |
| DIRECT REPORTS | N/A |
| CLASSIFICATION | Social, Community, Home Care & Disability Services Industry Award – Modern Award. Level according to qualifications and experience |
| EMPLOYMENT TYPE | This position is Casual |
| LOCATION | 18/71 Victoria Crescent, Abbotsford VIC 3067 or as required |

Organisational background

Down Syndrome Victoria is Victoria's peak organisation representing people with Down syndrome and their families. We are a community based, not-for-profit membership association. We have a proud history of supporting individuals, families, and the community since 1978.

We work alongside people with Down syndrome and their families so they may reach their full potential and live the lives they choose. We provide parents, families, professionals, and friends of people with Down syndrome with support, encouragement, information, opportunities, and resources. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Rights of Persons with Disabilities. We want to live in a society where people living with Down syndrome are valued, reach their full potential, and enjoy social and economic inclusion.

Together, we can and will create this inclusive community.

Position background

Club21 is a social program aimed at fostering friendship, peer support, and community inclusion. As much as possible activities are run in for-purpose venues in the community eg pubs, dance venues, karaoke venues, gyms, theatres etc to promote inclusion and acceptance of people with Down syndrome in the general community. Volunteers assist with Club21 activities and other DSV events and activities as opportunities present.

Key deliverables & responsibilities

Key deliverables for this role include:

I. Club21 Facilitation

- Assist adults with Down syndrome to develop skills that will enhance their capacity for self-determination and independence
- Create opportunities for adults with Down syndrome to extend their networks, voice their opinions and enhance their social skills, confidence, and leadership skills
- Ensure delivery of activities under stringent OH&S conditions. All activities are to comply with DSV policy and procedures and NDIS quality and safeguard framework to maximise participant safety and enjoyment
- As required, assist program managers to create a schedule of exciting and relevant activities for Club21 groups, considering participant preferences and suggestions
- As required, assist program managers to coordinate logistics for activities, including engagement of guest leaders, promotion, registration, venues and bookings, allocation of leaders and volunteers, providing billing information for Accounts, data collection and reporting
- Build relationships with businesses
- Travel throughout Victoria may be required

Key selection criteria

Key selection criteria for the position are:

Essential

Knowledge of

- Disability rights, advocacy and principles for achieving good outcomes for people with disability, disability sector, NDIS
- Community development and peer support principles

Well developed skills in

- Problem-solving and decision making
- Planning and organisation, with attention to detail
- Effective communication
- Developing and maintaining relationships with internal and external stakeholders, in particular people with Down syndrome and their families, partner organisations
- Use of Microsoft Office suite

Experience in:

- Supporting adults with a disability

Desirable

- Lived experience with a person with Down syndrome
- Qualification in a relevant field

Personal qualities

Our values guide who we are and what we stand for in every interaction.

- **Respect:** We develop lifelong relationships based on value, trust, compassion, and respect
- **Integrity:** We act with compassion and integrity to lead change, create opportunities, and take action to ensure an inclusive future.
- **Accountability:** We take accountability for our actions and deliver in the best interest of people with Down syndrome and their families.

All roles at DSV requires an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work both autonomously and as a team is integral to your success in this role.

Work environment

The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside of your immediate role.

DSV provides a professional, collaborative, and safe working environment. All DSV employees are expected to comply to our code of conduct and all DSV policies and procedures in the best interest and safety of colleagues, members and the community. Further details are available within the DSV Staff handbook.

DSV is an equal opportunity employer and strongly encourages people with a disability to apply for all positions. DSV offers a flexible work environment.

Conditions of employment

- Appointment of the successful applicant is subject to satisfactory police records check, working with children check, DHHS support worker exclusion check and other regulatory requirements.
- Other conditions in accordance with SACS 2010 (Victoria) Award

Approved: Chief Executive Officer

Date: 3/2/2021

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signed: _____
Employee

Name: _____

Date: _____

Down Syndrome Association of Victoria Inc.

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