

## Position Description

<b>POSITION TITLE</b>	Club21 Facilitator
<b>REPORTING TO</b>	Program Manager (Club21)
<b>DIRECT REPORTS</b>	N/A
<b>CLASSIFICATION</b>	Social, Community, Home Care & Disability Services Industry Award – Modern Award. Level according to qualifications and experience
<b>EMPLOYMENT TYPE</b>	This position is <b>Casual</b> .
<b>LOCATION</b>	Various locations including from home, and within community settings in Northern Victoria; primarily Ballarat.

### Organisational background

Down Syndrome Victoria (DSV) is 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 families to reach their potential and live the lives they choose.**

DSV provides information, training, education support, and general support, with and for people with Down syndrome, their families, professionals, and the wider community. 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 designed to foster friendship, peer support, and community inclusion. It offers activities within the community, allowing participants to engage in opportunities that support their NDIS goals and promote the inclusion and acceptance of people with Down syndrome.

Online sessions were implemented during the Covid 19 pandemic to ensure continued engagement and support in the community. Due to their popularity and accessibility for all Victorians, the online program remains a vital part of Club21.

The Club21 program expanded in 2023 to Ballarat, Warrnambool, Geelong, and Northern Victoria, allowing more Victorians with Down syndrome the opportunity to participate in face-to-face activities within their local community.

## Key deliverables & responsibilities

Key deliverables for this role include:

### I. Club2I 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 all activities comply with DSV policy and procedures and NDIS Practice Standards and Quality Indicators to maximise participant safety and enjoyment
- As required, assist program manager to create a schedule of exciting and relevant activities for Club2I groups, considering participant preferences and suggestions
- As required, assist program manager 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 local businesses
- Travel throughout Victoria may be required (reimbursement of travel in line with DSV's *Human and Resources Policy and Procedure*)
- Complete the various administrative tasks associated with the role, including the timely completion of activity and participant notes
- Support of volunteers engaged in Club2I activities. ensuring that they have a clear understanding of their role and responsibilities during the activity.

## 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, and the 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 for people:** We develop lifelong relationships based on value, trust, compassion and respect.
- **Do the right thing:** We are honest, ethical and trustworthy. We take accountability for our actions to deliver in the best interest of people with Down syndrome and their families.
- **Passion for members, families & community:** We exist for our members and community. We listen, lead, create opportunities and take action to ensure an inclusive future

All roles at DSV require 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.

## Diversity and Inclusion

As a disability organisation, DSV knows how important human rights, diversity and inclusion are in creating a connected and welcoming world.

DSV is an equal opportunity employer and strongly encourages not only people with a disability, but those from diverse communities to apply for all positions, including but not limited to people with disability, neuro diversity, mental health conditions, CALD, First Nations People, and LGBTQIA+.

If you require help or support to access this information or the application process, please contact [HR@dsav.asn.au](mailto:HR@dsav.asn.au).

## 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 can be found in DSV's Staff handbook.

## Conditions of employment

- The successful applicant will initially be employed for a probationary period of three months.
- Appointment of the successful applicant is subject to satisfactory police or NDIS screening check, working with children check, and other regulatory requirements (including Right to Work check and Victorian Disability Workers Commission check).
- Other conditions in accordance with the National Employment Standards (NES) and the Social, Community, Home Care and Disability Services Industry Award (MA000100) apply.

**Approved:** Chief Executive Officer

**Date:** 11/12/2024

Down Syndrome Association of Victoria

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