

POSITION DESCRIPTION

Position Details

Position Title	Employment Pathways Co-ordinator
Employment Type	Casual contract
Hours of work	Commencing with 6-8 hours/week (weekdays) with an anticipation of increased hours as employment services grow.
Location	Down Syndrome WA offices and in the Community
Rate/hr	To be based on candidate experience

About Down Syndrome WA

Our Vision

People with Down syndrome live a life of their choice and make their contribution to the community.

Our Purpose

To provide services to support people with Down syndrome to achieve their goals.

We Value

Human Rights: Ensuring the rights, dignity and equality of opportunity for each individual.

Person-centred services: Placing the person at the centre of services in building their capabilities and opportunities.

Our unique lived experience: A service culture drawn from knowledge and understanding of our lived experience.

Responsiveness: Listening, supporting and responding sensitively to the needs of individuals, their families and carers.

Collaboration: Working in partnership with the community, services providers and decision-makers in providing the best outcomes for people with Down syndrome.

Focus Areas for DSWA

1. Information and Advocacy

DSWA is the key source of information, advocacy and service navigation regarding people with Down syndrome, their parents, carers and relevant service organisations in Western Australia.

2. Services to Individuals and Families

DSWA is a registered NDIS service provider. Provision of services are built on specialist knowledge, understanding and lived experience of people with Down syndrome, their families and carers.

3. Innovative Research and Program Development

Through partnerships, DSWA drives innovative research and program development that meets the needs of people with Down syndrome throughout their lives.



NDIS Registered Provider

Phone: (08) 9368 4002 **Free Call:** 1800 623 544
Email: office@downsyndromewa.org.au **Web:** www.downsyndromewa.org.au/wa
Suite 3 / 2 Canning Highway | PO Box 833 South Perth WA 6151

Down Syndrome Association of WA (Inc) ABN 39 632 817 236

4. Governance and Organisational Capability

DSWA is a professional organisation delivering quality services to the people of Western Australia.

Reporting Relationships

Executive Officer – NDIS Manager

Organisational Accountabilities

- Follow all policies and procedures put in place by DSWA
- Use a human rights-based approach to providing support to people with a disability and in compliance to the National Disability Standards and NDIS Quality and Safeguards Practice Standard.
- You ensure health safety and wellbeing of yourself and others in accordance with the Occupational Health and Safety Act of 1984 and its regulations.
- Abide by DSWA Code of Conduct and ethics: Present & behave in a professional manner that supports a positive image and reputation for the organisation.
- You build and maintain positive and respectful relationships with DSWA service users at all times. You work well independently and collaboratively to contribute to positive outcomes for the person and our service.
- Protect the privacy & confidentiality of the DSWA service user.
- Identify and engage in discussion for continuous improvement in your work and suggest creative solutions to reduce risk and improve quality of our service.

Role description

This is an exciting time to be part of the DSWA team to expand our NDIS pathway to employment service. You will:

- Further develop and expand DSWA's NDIS employment programs. This includes customised delivery of service to each participant, supporting and implementing steps toward the achievement of employment goals.
- Work within the NDIS framework of 'Finding and Keeping a Job', including reporting.
- Work with the individual, understanding their learning style and deliver the program in a creative and stimulating way.
- Work within DSWA's service delivery model including the customised employment approach.
- Develop and deliver practical skill building programs including in the areas of technology, transport and money skills.
- Liaise with individuals and families and carers to listen to priorities and provide feedback on the service being delivered.

- Work in a team environment.
- Maintain records and documentation of services being offered.
- Market DSWA employment services to the Down syndrome and disability community.
- Work with external stakeholders and employers to carve out/ customise work experience opportunities using a strengths based approach.
- Support Participant in work experience opportunities as necessary.
- Document and report using the Down Syndrome Australia's CRM system.
- Travel in personal car will be required to deliver services in the person's home and the community. Expenses will be reimbursed.

To be successful in this role, you will possess the following selection criteria:

- Have training, teaching or disability employment experience
- Demonstrate respect for the individual and value diversity
- Have experience in putting skills programs together in a creative way. i.e role playing
- Be able to create resources suitable to the learning style of the participant
- Have excellent oral and written communication skills
- Be proficient in Office 365
- Have strong community networking skills
- Understand the NDIS framework
- Strong interpersonal skills, demonstrating patience, an ability to listen and a positive attitude
- Be able to work independently and collaboratively as part of a team and have the ability for flexibility of hours
- Have good time management skills and be reliable, responsible and organised

Mandatory requirements

- Have a current National Police check and current WA Class C driver's license
- Own a registered, regularly serviced and reliable car.
- Have Australian residency status.
- NB: A current first Aid course certificate is desirable

Qualifications and Educational requirements

- Completion of year 12 and a Certificate IV in Training and Assessment; OR
- Teaching qualification

How to apply

Please submit your current resume with a covering letter addressing the selection criteria above to:

office@downsyndromewa.org.au no later than 5pm WST on 11th December 2020.

Please include two professional referees with your application.

Please refer to our website for further information on our services www.dowsyndrome.org.au/wa

Any questions regarding the role please email office@downsyndromewa.org.au.