

## Position Description

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<b>Position Title:</b>	<b>Inclusion Projects Officer</b>
<b>Position Aim:</b>	To empower and improve the lives of people with disability through facilitating a range of projects and inclusion activities.
<b>Reports to:</b>	Manager, Inclusion Projects
<b>Direct Reports:</b>	Nil
<b>Key Relationships:</b>	<p><u>Internal</u> – Chief Executive Officer, Senior Managers and Managers, Members and other staff.</p> <p><u>External</u> – People with disability and families/carers and supporters, community service providers, government and non-government organisations; project partners as identified and any other key stakeholders</p>
<b>Award Placement:</b>	Level 5 - Social, Community, Home Care and Disability Services (SCHADS) Award.
<b>Position Status:</b>	Full Time or Part Time or Casual
<b>Hours of Work:</b>	Flexible, between office hours 8am-6pm
<b>Position Location:</b>	Surry Hills, Sydney Possible state wide travel
<b>Conditions of Employment</b>	<p>Salary packaging available.</p> <p>Employer superannuation contribution is 9.50%.</p> <p>Appointment is contingent on a satisfactory Police Record Check and Working with Children Check.</p>

## **About Council for Intellectual Disability (CID)**

CID is a peak body representing the rights and interests of people with intellectual disability in NSW.

CID undertakes advocacy, information provision and projects that advance the rights of people with intellectual disability.

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### **Role Responsibilities**

- Facilitate engaging and inclusive workshops and sessions for various participant groups (people with disability, family members, staff of government agencies, and staff of disability services) including some logistics.
- Develop resources, content and activities which are appropriate for people with disability, including those with high support needs.
- Develop, implement and evaluate project plans in coordination with the Manager, Inclusion Projects and other relevant stakeholders.
- Flexibility to work both one-on-one and in large group setting with people with disability and their families as the situation requires.
- Where required undertake community engagement activities at expos, local community networks, events.
- Develop and maintain effective communication networks with internal and external stakeholders to ensure the efficient and timely exchange of information and the achievement of project outcomes.
- Ongoing monitoring, recording and evaluation of data and processes to allow for continuous improvement.
- Support the participation of people with intellectual disability in CID's work.

### **Essential Selection Criteria – Skills & Experience**

- Demonstrated commitment to the human rights of people with disability and the principles of participation and inclusion.
- Demonstrated experience in facilitation and/or training environments, with people with disability.
- Well-developed interpersonal, communication, facilitation and negotiation skills.
- Demonstrated understanding of the importance of supporting people to speak for themselves
- Demonstrated experience in productive working relationships with

colleagues to achieve required outcomes.

- Willingness and ability to travel regularly across NSW.
- Excellent computer literacy including in Microsoft Office.

**Qualifications in teaching, adult education, training or similar field will be highly regarded. Experience using person-centred planning will also be highly regarded.**

**Aboriginal and Torres Strait Islander people and people with disability or living with mental illness are strongly encouraged to apply.**

<b>Signed by CID Representative</b>	<b>Signed by Employee</b>
Signature:	Signature:
Date:	Date: