

# Position Description

## Intellectual Disability Program Team Leader

- Employment Type:** Permanent part-time – 24 hours per week  
Some flexibility in spread across the fortnight (Fridays required)
- Award Classification:** Level 5 – Social, Community, Home Care & Disability Services Award
- Location:** Location of work flexible  
Office location is at 410 Church Street, North Parramatta
- Reports to:** Chief Executive Officer

### About Down Syndrome NSW

Down Syndrome NSW champions the rights of people with Down syndrome to have the same access to society as everyone else. This means the right to health, education, work, family and being part of the community. We achieve this by supporting people with Down syndrome, their families and carers to be part of a strong and vibrant community that is informed, engaged and active.

Down Syndrome NSW is an independent, not-for-profit, member-based organisation that was established in 1980 by parents of children with Down syndrome. We provide:

- Social networking and self-advocacy opportunities for people with Down syndrome.
- A dedicated information and referral service for families and professionals.
- Peer to peer support for families at all life stages.
- Workshops and community events for members.
- A library resource centre housing the largest collection of information and resources about Down syndrome in Australia.
- Professional development and training for education and health professionals.
- Individual/self-advocacy and systemic advocacy for the interests and needs of people with Down syndrome at state and federal levels.
- A voice for people with Down syndrome and their families in public discourse and policy development.

Down Syndrome NSW is a member of Down Syndrome Australia, a federation of State and Territory associations which represents the interests of our constituency at a national level.

## The Role

This role is responsible for service delivery, operational management and reporting of a suite of group participation and skills development programs to meet the needs and interests of our members with Down syndrome aged from 15 years. This includes our existing suite of social group programs such as UP!Club, Up Up & Away, the on line Staying Connected program, camps and one off activities providing social support and capacity building opportunities that operate within the NDIS environment. The role also leads the self-advocacy and leadership programs and independent life skills training program which are still in the development phase.

## Responsibilities

- Oversee the planning, implementation and evaluation of the suite of group participation and skills development programs.
- Engage and induct new members into the programs including NDIS requirements such as service agreements and plans.
- Provide progress reports to member participants to support working towards individual goals.
- Design and implement new programs to meet members needs and aspirations.
- Design and implement member led processes to inform and guide programs.
- Engage and manage stakeholders (internal and external) in relation to programs.
- Regularly communicate with staff, volunteers and participants to ensure effective operation of the programs and act upon any areas of opportunity and promptly address risks.
- Supervise and recruit staff and volunteers including induction, training and supervision.
- Provide staff and volunteers with the resources, tools and training to effectively execute their roles.
- Prepare funding submissions, proposals and acquittal for philanthropy and other grants.
- Assist with invoicing of NDIS services.
- Prepare and manage budgets.
- Liaise with the Communications & Fundraising Coordinator regarding website and social media in relation to programs and events.
- Attend to data collection and reporting as required.
- Act upon any concerns for the wellbeing of the member participants in accordance with policy legislation and advise the CEO.
- Attend to other duties as required with the scope of this role.

## Selection Criteria

### Required:

- Qualifications in disability, social or health services and experience in supporting individuals living with an intellectual disability.
- Proven ability to design and implement group learning and leisure programs incorporating person centered philosophy and practice with people with an intellectual disability.
- Effective communication skills for a variety of audiences including with people with an intellectual disability.
- Highly developed organisational skills, including an ability to plan, set and prioritise workloads to meet deadlines.
- Knowledge of the NDIS requirements and processes.
- Demonstrated ability to undertake program administration using Microsoft Office products and data bases.
- Demonstrated ability to build and maintain partnerships with families and other parties.
- Ability to work as an effective member of a team and independently.
- Willingness to take direction and feedback.
- The capacity and willingness to attend weekend events or support events outside of regular office hours.
- A current driver's license and comprehensively insured car.
- NSW criminal check and Working With Children Check (or willingness to obtain).

### Desirable criteria

- Lived experience or an understanding of the needs arising for a person with Down syndrome and their family.
- Previous team leader experience.