



Position Description

Inclusion Facilitator

Position Title:	Inclusion Facilitator
Position Aim:	To support Inclusion Australia's <i>Make Decisions Real</i> project – in particular, to work alongside people with intellectual disability to develop and deliver a training program for supported decision making.
Job type:	Part-time 0.5 FTE
Contract:	Fixed term to June 2021 with opportunity to extend
Award:	Level 4 Social, Community, Home Care and Disability Services (SCHADS) Award
Location:	Option to work from home and/or City West Lotteries House. May be required to work at other locations on occasion, as directed.
Hours of work:	Between 8am – 6pm (flexible)
Reports to:	Inclusion Manager
Direct Reports:	Nil
Key Relationships:	<p>The Inclusion Facilitator will take instruction from the Inclusion Manager and work closely with Peer Workers</p> <p><u>Internal</u> – CEO, Project Manager, Inclusion Manager, Peer Workers, IA Member Agencies and Project Steering Group members.</p> <p><u>External</u> – People with intellectual disabilities and their families, paid supports, the National Disability Insurance Agency (NDIA), Department of Social Services (DSS), other sector stakeholders, appropriate academics, and researchers.</p>

About Inclusion Australia

Inclusion Australia (NCID) is the national voice for Australians with intellectual disability. We bring together groups across Australia who are connected to people with intellectual disability and who share the vision of inclusion in all aspects of Australian life.

Our strength comes from our diverse state members who use their combined experience and expertise to increase the inclusion of people with intellectual disability in all levels of the community. They do this through advocacy across local, state and national governments as well as international agencies, such as the United Nations.

We also provide inclusive and holistic policy expertise and advice to government departments and other organisations to drive systemic change in Australia. To develop this advice, we collaborate with people with intellectual disabilities and our local networks, including families, service providers and advocacy groups.

Our state members share their extensive resources, information and knowledge across state lines so that all people with intellectual disability in Australia can benefit directly and advocate for themselves.

We are a member of Inclusion International, the international network that represents people with intellectual disabilities and their families. The IA Board consists of representatives from states and territories nominated from each of the member organisations, and the Chairperson of the national self-advocacy group Our Voice.

The Our Voice Committee is an official committee of the Inclusion Australia (NCID) Board. Our Voice provides advice to the Board on issues that are important to people with intellectual disability, including on strategic decisions and policymaking. All members and the Chair of the committee are people with intellectual disability and self-advocates nominated by their state member agencies.

IA is an independent non-government not-for-profit organisation.

About the *Make Decisions Real* project

Inclusion Australia has been funded through the NDIA's Information, Linkages and Capacity Building (ILC) grant program to deliver an Individual Capacity Building project called *Make Decisions Real*.

The *Make Decisions Real* project is about improving access to Supported Decision Making (SDM) for people with intellectual disability, their families and other decision supporters. This will involve developing and delivering a training program to support decision making.

A secondary aim of the project is to support Inclusion Australia's emerging connections with organisations in the NT and ACT.

Role Responsibilities

- Supporting the delivery of *Make Decisions Real* project goals
- Supporting people with intellectual disability to perform in their Peer Worker roles
- Supporting Peer Workers to evaluate existing Supported Decision Making resources
- Co-designing and developing training materials and resources
- Training Peer Workers to deliver a national training program
- Assistance with project reporting and monitoring requirements
- Supporting inclusion work as needed across Inclusion Australia
- Interstate travel as needed
- Undertake other relevant tasks as required, including administrative tasks as appropriate to the role

Essential Selection Criteria – Skills & Experience

The Inclusion Facilitator will have:

- An interest in or knowledge of the rights of people with intellectual disability to make decisions
- Demonstrated commitment to the human rights of people with disability and the principles of participation and inclusion
- Experience developing and delivering training programs
- Experience supporting people with intellectual disability
- Good organisation and time management skills
- Knowledge of intellectual disability and complex communication support needs
- Demonstrated capacity to work effectively as a team member and independently
- An understanding of the Social Model of Disability, person-centredness and strengths-based approaches
- Proficiency with Microsoft Office suite programs
- Current drivers licence

The following skills and experiences are desirable:

- Experience writing in Easy Read and Plain English formats
- Skills in co-designing resources or materials alongside people with intellectual disability
- Knowledge of the ILC Grant Program and grant funding reporting requirements
- Experience delivering training to people with intellectual disability

Professional Qualifications

Relevant health, human service and/or social science tertiary qualifications, or equivalent experience, are required.

Inclusion Australia encourages applications from people with disability.

Successful applicants are required to complete a National Police Check and Working with Children Check.

Position	Inclusion Facilitator
Reports to	Inclusion Manager
Revision history	October 2020