
POSITION TITLE:	Inclusion Support Officer
REPORTS TO:	Chief Executive Officer
LOCATION:	Collingwood
STRUCTURE:	Part-time, 25 hours per week

CYDA'S VISION AND PURPOSE

Children and Young People with Disability Australia (CYDA) is a not-for-profit organisation and is the national representative organisation for children and young people with disability aged 0 to 25 years.

Our vision is that children and young people with disability living in Australia are valued and living empowered lives with equality of opportunity; and our purpose is to ensure governments, communities, and families, are empowering children and young people with disability to fully exercise their rights and aspirations. We do this by:

- Driving inclusion
- Creating equitable life pathways and opportunities
- Leading change in community attitudes and aspirations
- Supporting young people to take control
- Calling out discrimination, abuse, and neglect.

Our work is guided by our 'Strategic Plan 2020-2024' which outlines our strategic directions.

POSITION OVERVIEW

The Inclusion Support Officer will assist CYDA and our staff with disability in the following ways:

- a) Providing direct support to staff to ensure they have the reasonable adjustments they need and day to day support so they can do the work they need to do.
- b) Assisting the organisation to deliver best practice in disability inclusion for our staff, stakeholders and people involved in our work.
- c) Supporting CYDA to become an employer of choice for people with disability.

This Position Description is intended as a guide to the performance of your duties and is not an exhaustive list of everything you are required to do when carrying out your duties. In addition to the key responsibilities detailed below, you may be required to perform additional duties that are considered within your role and skill level.

This role will be predominantly located at CYDA's Collingwood office.

This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Victorian Equal Opportunity Act 2010.

KEY RESPONSIBILITIES

Inclusion and accessibility support (internal)

- Provide tailored support to staff, based on their needs, on a regular basis (sometimes daily)
- Develop tools, resources and methods to support staff with disability and continuously review these to make sure they align with the needs of staff and CYDA
- Provide one-on-one support (and work task supervision if needed) to CYDA's youth trainees
- Support accessibility and workplace adjustments for individual staff working in different environments, and provide debriefing support when needed

Inclusion and accessibility support (external)

- Support CYDA's external engagements e.g. events and activities, to be fully inclusive and accessible, including providing advice and planning for engagements, and evaluation of accessibility
- Provide individual support when required for participants in CYDA's events and programs

Strategic

- Participate in CYDA's Accessibility Working Group meetings and provide active support as needed
- Support CYDA's work with the Australian Network on Disability in finalising a Workplace Adjustments Policy our Diversity and Inclusion Strategy
- Support CYDA's continuous improvement in accessibility and inclusion, including by identifying areas for improvement and providing recommendations to CYDA's management team

Staff Supervision

- Provide work task planning and direct supervision to the Youth Trainee

SELECTION CRITERIA

Essential

1. Lived experience of disability. Please note this position is only available for those who identify as a person with disability as allowed under 'special measures' of the Victorian Equal Opportunity Act 2010
2. Previous experience in providing inclusion support in the workplace for people with disability
3. Experience in building trust with stakeholders and developing trusted relationships
4. Demonstrated commitment to a rights-based approach to disability and awareness of the diversity within disability
5. Strong interpersonal, relationship-building and networking skills and the ability to build rapport and maintain effective working relations with a diverse range of people
6. Ability to work productively as part of a small team and independently
7. Excellent organisational and problem solving skills

Desirable

8. Counselling /peer work experience would be an advantage
9. Direct experience working with young people would be an advantage
10. Relevant qualifications would be an advantage

SALARY AND CONDITIONS

This position is a part-time position (25 hours / week), to be worked in CYDA's Collingwood office.

The rate of pay is subject to negotiation and will be based on qualifications and experience (in the range of \$73,000 to \$78,000 pro-rata). Generous salary packaging is available.

Conditions of employment are set out in the Employment Agreement and generally align with those available in the community services industry. A probationary period of six months forms part of the Employment Agreement.

OTHER RELEVANT INFORMATION

An offer of employment is subject to obtaining a satisfactory National Police Records Check and Working with Children Check.

TO APPLY

To apply for this position please send your application to info@cyda.org.au by **8am Monday 31 May**. Applications should include:

- a cover letter addressed to Mary Sayers, Chief Executive Officer
- a statement addressing the selection criteria
- your current CV / resume.

Applications provided in other formats due to access needs will be considered, please contact us to discuss this.

For accessibility enquiries or any further information please contact CYDA on 03 9417 1025 or info@cyda.org.au.