

Position Description

POSITION TITLE	MyTime Facilitator
REPORTING TO	MyTime Co-ordinator
DIRECT REPORTS	N/A
CLASSIFICATION	Social, Community, Home Care & Disability Services Industry Award – Modern Award. Level according to qualifications and experience
EMPLOYMENT TYPE	This position is Casual (16 group hrs & 8 admin hrs per term)
LOCATION	Morwell

Organisational background

Down Syndrome Victoria is Victoria's peak organisation representing people with Down syndrome and their families. We are a community based, not-for-profit membership association. We have a proud history of supporting individuals, families, and the community since 1978.

We work alongside people with Down syndrome and their families so they may reach their full potential and live the lives they choose. We provide parents, families, professionals, and friends of people with Down syndrome with support, encouragement, information, opportunities and resources. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Rights of Persons with Disabilities. We want to live in a society where people living with Down syndrome are valued, reach their full potential, and enjoy social and economic inclusion.

Together, we can and will create this inclusive community.

Position background

MyTime is a national program funded through the Parenting Research Centre (PRC) from the Department of Social Services (DSS). MyTime is a network of peer support groups for parents of children with a disability or chronic medical condition that aims to support parents to:

- Develop relationships with other parents of children with complex needs
- Increase knowledge of caring for a child with a disability or chronic medical condition
- Form strong linkages with the broader community
- Feel supported in their caring role.

PRC provides research, support and resources to run MyTime groups. MyTime groups are run in accordance with the framework set out by the PRC.

DSV runs a number of groups directly and has partnerships with other organisations who run groups on behalf of DSV. The MyTime Facilitator is responsible for the facilitation of DSV's MyTime group to ensure the smooth running of their group in accordance with PRC and DSV policy, procedure and guidelines.

Key deliverables & responsibilities

Key deliverables for this role include:

1. ADMIN:

- Ensure sessions meet content, delivery and data recording requirements. Keeping records of attendance and reporting to the coordinator after each session (report to be completed within one week of session). This report will also comprise the timesheet for the Facilitator & Play Helper.
- Organising guest speakers
- Promotion of the MyTime Group, recruiting and engaging new members, ensuring groups are open, inclusive, flexible, and culturally appropriate
- Managing group administration, with a maximum of 8 hours each term.

2. RUNNING GROUPS:

- Assisting new members, making them feel welcome and helping them to complete a registration form
- Ensuring session content is from good evidence-based materials, relevant to group needs and interests, making appropriate use of MyTime resources
- Managing group dynamics and resolving conflict
- Managing and supporting group processes and providing resources for the group, without being overly directive
- Building the knowledge and skills of the group by connecting with the local community and other support services within the area
- Having clear rules and practices to promote safety and wellbeing of members. Ensuring parents are responsible for children at all times during the MyTime session

3. PRC REQUIREMENTS:

- Engages in the Check-in and New Member Surveys as part of the evaluation of the program
- Plan sessions in accordance with the MyTime model as well as the interests and wishes of the group members.
- Complying with partner agency training and upskilling requirements, and attending events paid for by the PRC

4. DSV REQUIREMENTS:

- Assisting the partner agency coordinator to ensure the venue is safe and appropriate
- Completing a total of 16 hours within the term across the MyTime sessions
- Must have appropriate, in date, First Aid, CPR & Anaphylaxis certificates, soft copies to be sent to the MyTime coordinator
- Updated term flyers to be distributed prior to new term commencement with a soft copy sent to MyTime Co-ordinator
- Assist MyTime Co-ordinators to inspect potential new meeting locations.
- Complete & report any incident/injury forms if an incident occurs with a child or member of the program. All major incidents must be reported within 24 hours to the MyTime Co-ordinator.
- Attending meetings as requested by DSV from time to time

Key selection criteria

Key selection criteria for the position are:

Essential

- Experience of working within the broad disability field
- Strong commitment to inclusion of people with disabilities within the community
- Well developed written and verbal communication skills
- Excellent administration, organisation and time management skills
- An ability to manage multiple tasks, set priorities, organise work and achieve objectives within timelines
- Computer literacy using MS Word, Outlook, Excel and ability to enter data into a database
- Ability to understand and work with both formal (services) and informal (volunteers) community networks and systems
- Understanding and experience of peer support theory and dynamics
- Current drivers licence

Desirable

- Knowledge of parenting children with additional/complex needs
- Knowledge and experience in community development and/or group facilitation
- Personal connection to Down syndrome or disability

Personal qualities

Our values guide who we are and what we stand for in every interaction.

- **Respect:** We develop lifelong relationships based on value, trust, compassion, and respect
- **Integrity:** We act with compassion and integrity to lead change, create opportunities, and take action to ensure an inclusive future.
- **Accountability:** We take accountability for our actions and deliver in the best interest of people with Down syndrome and their families.

All roles at DSV requires an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work both autonomously and as a team is integral to your success in this role.

Work environment

The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside of your immediate role.

DSV provides a professional, collaborative, and safe working environment. All DSV employees are expected to comply to our code of conduct and all DSV policies and procedures in the best interest and safety of colleagues, members and the community. Further details are available within the DSV Staff handbook.

DSV is an equal opportunity employer and strongly encourages people with a disability to apply for all positions. DSV offers a flexible work environment.

Conditions of employment

- Appointment of the successful applicant is subject to satisfactory police records check, working with children check, DHHS support worker exclusion check and other regulatory requirements.
- Other conditions in accordance with SACS 2010 (Victoria) Award