**Position Description**

**Waverley Community Living Program (WCLP)**

**Social Educator - disAbility Services**

**Position profile**

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| **Last review:** | Oct 2021 | **Position number:** | *KLH094 / Various* |
| **Directorate:** | *Community Assets & Operations* | **Reports to:** | *Manager Waverley Community Living Program* |
| **Department:** | *Waverley Community Programs* | **Status:** | *Full-Time / Part-Time depending on candidate suitability and preferences* |
| **Salary group:**  | *F* |

**Position purpose**

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| WCLP provides services that reduces the social isolation and vulnerability by linking people and their carers with their local communities, building layers of support and coordinating services specific to a person's interests and goals. The Social Educator* works within the Disability Inclusion Act 2014, National Disability Insurance Scheme (NDIS) and other relevant legislation to inspire the people we support to achieve their full potential.
* delivers a person-centred service providing living skills training, in-home and lifestyle support to adults with a mild intellectual disability, who are living more independently in a close network of housing.
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**Main outcomes**

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| In the role of **Social Educator** you will be responsible for providing:* a quality, person centred service committed to the visions of the Disability Inclusion Act 2014 and National Disability Insurance Scheme (NDIS).
* direct services to adults with an intellectual disability and their families/carers in line with their individual needs and goals in their NDIS Plan.
* direct tenancy and lifestyle support to clients who are making the transition from dependent to semi-independent living.
* independent living skills training to clients who are 'self-managing' their funding, home and life plans.
* services that are developed to increase participation within the community by making local connections and relationships.
* flexible programs that are well coordinated for the people we support, to increase their personal choice, maximise their independence and develop their skills, confidence and options.
* community access, travel training and transport in Council owned vehicles.
* other reasonable duties as requested by your Manager.
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**Core capabilities:**

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| **Customer Service** |
| * Understanding the customer's needs and perspectives.
* Meeting and where possible exceeding the expectations of internal and external customers through quality customer service.
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| **Systems , critical thinking and decision making** |
| * Assessing problems by examining the situation, identifying options and making a decision.
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| **Project Management** |
| * Understanding projects and their broader implications to Waverley's plans.
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| **Communication & people skills** |
| * Expressing ideas clearly with internal and external customer. Listening thoughtfully and building collaborative, respectful relationships.
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| **Sustainability** |
| * Working within Council's sustainable policies and procedures, and identifying areas of potential efficiencies.
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| **Business performance reviews** |
| * Identifying and suggesting opportunities for improving work practices.
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| **Risk Management**  |
| * Identifying and reporting risks or threats to Council's operations or reputations.
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**Skills, knowledge and experience**

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| **Selection Criteria** |
| Relevant qualification such as Certificate 3 in Disability or equivalent |
| Ability to provide quality service, promoting the rights, interests and needs of people we support. |
| Awareness of the Disability Inclusion Act 2014 and commitment to working in person-centred ways balancing duty of care and dignity of risk. |
| Ability to be innovative, develop teaching programs, organise events and problem solve situations. |
| Ability to prioritise, work individually and in a team with minimal supervision. |
| Positive interpersonal, effective communication (written and verbal), numeracy and relationship-building skills. |
| Excellent time management skills and ability to achieve goals within given time-frames including scheduling. |
| Experience in client record management systems, administrative support and sound computer skills. |
| Current Class C Driver's Licence and willingness to drive clients in company vehicles. |
| Current First Aid Certificate or willingness to obtain before commencement of employment |
| Current NDIS worker screening check |
| Certificate of Completion – NDIS Worker Orientation Module “Quality, Safety and You” https://www.ndiscommission.gov.au/workers/training-course |
| **Desirable** |
| Minimum two years’ experience in supporting adults with an intellectual disability. (Can include completed student placement). |

**Corporate obligations**

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| **Employees:** | *0* |
| **Budget:** | *n/a* |
| **Delegations:** | *No* |
| **Workplace Health and Safety:** | **Workers** have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers. In addition to responsibilities noted in their position description, workers will have the following work health and safety (WHS) responsibilities: * Participate in the implementation of WHS information within Council’s Safety Management System (SMS).
* Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations
* Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Workplans
* Wear personal protective equipment and follow safe work procedures, where relevant
* Report all hazards, near misses, and incidents as soon as practical to Manager, Supervisor or Team Leader and no later than 24 hours following the event, and
* Participate in incident investigations and risk assessments within 24 hours of notification.
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| **Code of Conduct:** | * All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
* All employees are required to complete Council’s mandatory online Code of Conduct Training
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| **Records Management:** | Comply with Council's Records Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction. |
| **Equal Employment Opportunity:** | All employees are responsible for adhering to Council’s Equal Employment Opportunity Management Plan including having an understanding of and commitment to EEO. |

This position description may be reviewed from time to time.

I have read and understand the position description

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