

POSITION	LOCATION	REPORTING
Employment Connections Coordinator	DSWA Head Office Cannington, WA	Chief Executive Officer

About Down Syndrome WA

Down Syndrome WA commenced in 1986. Founded to support the needs of people with a diagnosis of Down Syndrome, this volunteer led organisation advocated for the needs and rights of our members. Our focus is on providing services for people with a diagnosis of Down Syndrome and other Chromosomal Intellectual Disabilities.

Today the organisation has more than 1300 members and undertakes advocacy, service delivery, program and project management, communications, and employment on behalf of members.

DSWA is a community resource for people with a diagnosis of Down Syndrome, their families and carers, teachers, support workers, researchers, students, medical professionals, and many others.

We work collaboratively with multiple partners to ensure continuous improvement, service delivery and

DSWA is a not-for-profit organisation, registered with the ACNC, NDIS and other agencies to ensure good governance and a high standard of service delivery.

Our services include a range of social programs for all ages groups, employment services, capacity building and training and development.

OUR MISSION and VALUES

Mission: That people with Down Syndrome live a life of their choice and make their contribution to the community.

We value: Human Rights Person Centred Services Our unique lived experience
Responsiveness Collaboration

OVERVIEW OF POSITION

The Employment Connection Project Coordinator will be responsible for supporting the delivery of the Employment connection service in Western Australia. The Employment Connection Service provides a tailored approach to achieving employment outcomes for people with Down syndrome by working with both job seekers and business. This includes:

- Working with businesses and employment agencies to promote the benefits of employing a person with Down syndrome and to identify positions (including advice on job-carving and supports)
- Working with businesses to ensure that the workplace is conducive to successful employment outcomes (e.g., assist the business to adapt their current materials into easy read format)
- Connecting interested businesses with people with a diagnosis of Down syndrome who are looking for employment
- Delivering workshops about Down syndrome to assist current employees in understanding Down syndrome

This service is one component of the national Employment Project, being implemented by Down Syndrome Australia. The project aims to improve employment outcomes and opportunities for people with Down syndrome.

KEY RESPONSIBILITIES

The Employment Connection project officer will work with the CEO, the WA team, employment mentors and other project staff nationally on this project, to:

- Establish relationships with the business community and organisations to raise awareness and identify opportunities for people with Down syndrome in employment
- Provide businesses with information about the benefits of employing a person with Down syndrome and providing them with support to identify suitable positions (including advice on job-carving and supports)
- Delivering workshops to educate businesses around understanding Down syndrome, and how they can best support employees with DS in the workplace
- Work closely with the local Employment Ambassador in engaging with employers and talking about their experiences within the workplace
- Contribute input to the work readiness program being developed.
- Facilitate the implementation of the work readiness program pilot and provide feedback about the pilot to the National Employment Project Officer
- Support and connect people with Down syndrome with employment opportunities
- Collect data and information about the work completed and report this information back to DSA.
- Work collaboratively with DSA and the State and Territory Down syndrome Associations to support the other project activities
- Liaise with external organisations and project partners
- Other duties as required to support the work of the organisation

KEY OUTCOMES

- Meet grant outcomes
- Support implementation of the Work Readiness Pilot program
- Create a data base of interested and engaged employers
- Create a pool of DSWA candidates who have completed the work readiness and discovery program
- Support candidates to develop resumes and interview confidence
- Attend and contribute to National monthly connectors meetings
- Manage and deliver the project on time and on budget

EXPERIENCE, KNOWLEDGE, QUALIFICATIONS and ATTRIBUTES

- Relevant qualifications and/or equivalent experience
- Experience/skills in networking with employers and businesses
- Experience/skills working with adults with intellectual disabilities

- Strong commitment to inclusion of people with disabilities
- Exceptional communication skills
- Expertise in disability and employment
- Well-developed organisational skills and experience in supporting complex projects
- Experience working on a non-for-profit or similar environment
- Computer literacy using MS Word, Outlook, Excel.

Attributes

- A calm disposition, organised, confident and supportive.

POSITION SPECIFICATION AND WORKPLACE HEALTH AND SAFETY

Position Specifications

- May need to sit at computer for long periods
- Driving will be required
- Autonomous role, high level of personal responsibility
- Flexible working hours to cater for the needs of the participant and employer
- Work in a range of work environments

WHS requirements

Workers have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

EMPLOYMENT REQUIREMENTS

- Full COVID19 Vaccination
- NDIS Worker Screening check
- National Police Clearance
- Working with Children Check
- Current Western Australian full drivers' licence
- Must hold Australian citizenship or be a permanent resident of Australia
- Must be proficient in the use of technology include email, internet, Teams and Microsoft Office