

<b>Position Title:</b>	Family and Alumni Liaison
<b>Function/ Program:</b>	Impact21
<b>Site/ Location:</b>	Hawthorn East, Melbourne
<b>Hours:</b>	.8
<b>Contract:</b>	Permanent

#### **ORGANISATION AND POSITION OVERVIEW**

The Inclusion Foundation is a for-purpose-organisation that champions the inclusion of people with Down syndrome. Together, we stand proud, we raise our hands in the air, and we to say to society, to business, to governments, to everyone, and to anyone... Count me in!

The Impact21 Foundation program aims to extend individuals' capacity for learning. This program for school leavers with Down syndrome develops independence through personal and professional self-discovery. The program promotes social and civic inclusion, encourages greater independence, and grows participants' work skills.

Reporting directly to the Impact21 Manager, the Family and Alumni Liaison role will be a key point of liaison between alumni and their families, and current participant families, and the Impact21 programs. The role will focus on building the capacity of participants through developing skills in the people who support them. The model used is a strengths-based approach, with delivery of seminars and information resources that lead to enhanced inclusion and independence. Alumni activities will focus on developing alumni as role models, and problem solving with emerging workplace issues in the spirit of continual development.

#### **RESPONSIBILITIES**

- Regular contact with families to support them to support participant pathways to independence
- Regular meetings with families individually and as a group according to program
- Custodian of information, leading ethical, person-centred storage and sharing of information with appropriate permissions and application
- Represent the programs to Family and Friends meetings as required
- Coordinate reporting needs for families, speech therapists, and other support staff and prepare from facilitator and staff records
- Coordinate seminars for families and young people with Down syndrome exploring issues of inclusion in the employment space, opportunities
- Connect with peak bodies and research internationally regarding best practice strategies to support lifelong learning, positive ageing and independence for prospective participants, participants and alumni
- Liaise with team as required to facilitate alumni involvement in seminars
- Feedback and program evaluation to respond to and develop resources for parents and families
- Lead & coordinate alumni events throughout the year
- Liaise with Marketing and Communications with alumni communication pieces

- Coordinate alumni events (3) for new alumni and an annual event for the wider alumni network
- Support with identifying relevant stories about alumni employment journey to share externally
- Liaise with Communications & Marketing Officer
- Ongoing support to alumni group including check in during early stages of employment
- Develop family/support person resources and maintain existing resources (FAQs)
- Develop and deliver seminars for interested people to learn more about Inclusion Foundation programs, and especially to interact with program graduates who are now working or who have had casual and work experience opportunities
- Participate in activities such as parent meetings; Inclusion Foundation staff meetings; key-stakeholder meetings; and Impact21 team meetings
- Maintain a safe environment and adhere to OH&S policy and procedures
- Work to strict policies and procedures as governed by the Impact21 program and national teaching standards in Australia
- Undertaking other duties, which are appropriate to the level of the position, as directed by the Impact21 Manager

#### **KEY SELECTION CRITERIA**

- An understanding of Down syndrome and intellectual disability, and the experience of families and support people
- Demonstrated knowledge of strengths-based support to families and support networks for young people with intellectual disability and strategies to understand and meet their needs
- Strong experience delivering capacity building programs to diverse stakeholders
- Demonstrated high level written and verbal communication skills and high level of interpersonal skills including a capacity to develop constructive relationships with participants and their support networks, and other staff.
- Knowledge of evaluative tools for measuring program impact and adapting to meet program objectives
- Demonstrated commitment to ongoing professional learning to enable further development of skills, expertise, and teaching capacity.
- High level of discretion
- Appropriate qualifications such as in psychology, occupational therapy, advanced education or community development, or commensurate experience
- Current Australian Federal Police clearance, WWCC and NDIS compliance check.