



## Position Description **Interpreter/translator**

### **ORGANISATIONAL ENVIRONMENT**

Able Australia is a secular non-profit organisation that provides services to people living with multiple disabilities including deafblindness, and youth and families who are experiencing disadvantage.

Our vision is to create a community where the people we support are seen, heard, respected, valued and connected.

We reach out to people, helping them achieve a quality of life that anyone in the community might expect and a feeling of worth, belonging and self-fulfilment.

We are a community-based organisation that aims to facilitate an improvement in social development and human services.

We work from a social justice perspective that includes the principles of access, participation and the right to equality and equity for all.

### **Position Details**

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| Position Title:        | <b>Accessibility Officer – Vision</b>   |
| Employment Type:       | Fixed term Part time until 30 <sup>th</sup> June 2023.<br>0.4 FTE 15 hours per week |
| Work location:         | National Office Surry Hills (flexible)  |
| Industrial Instrument: | NAT 4 - Fair Work Act 2009 (FW Act), including the NES                              |
| Classification level:  | \$75,000 per annum full time equivalent   |
| Position reports to:   | Executive Director – Marketing and Engagement                                       |
| Date Approved:         | June 2022   |

### **Position Purpose**

The overall aim of the Accessibility Officer - Vision is to assist in converting documents from the Aged Care sector into a format accessible to people with a vision impairment. This requires ensuring they are in a format accessible to people with blindness and low vision and deafblindness including audio, and screen reader accessible text.

- Converting documents from English into plain text
- Ensuring documents are accessible for people with deafblindness
- Making documents accessible in a range of formats for people with deafblindness including, but not limited to audio, plain language and braille (as required).

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|---|--------------------------------------|-------------------------------------|--------------|
| Doc Number: HRPD 67   | Name: Support Coordinator FT / PT PD | Released: Dec 2020                  | Version: 1.1 |
| Authorising Area: Human Resources Management                            |                                      | Document Owner: National HR Manager |              |
| UNCONTROLLED WHEN PRINTED – Original documents located on internet site |                                      |                                     |              |

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| Key responsibilities areas     | Capability requirements   | Key performance measures  |
|--------------------------------|---|---|
| <b>Organisational Support</b>  | <ul style="list-style-type: none"> <li>• Manage documents and assist other team members as needed.</li> <li>• Maintain a continuous improvement culture &amp; be efficient in the delivery of Able Australia’s business strategies.</li> </ul>  | <ul style="list-style-type: none"> <li>• Service is delivered in an accurate and timely manner.</li> <li>• Delivery of accessible documents in a timely manner set by the project manager</li> <li>• High quality skills in electronic file management and electronic file entries are maintained and available for use</li> </ul>    |
| <b>Relationship Management</b> | <ul style="list-style-type: none"> <li>• Work with external service providers and suppliers to ensure maximum value for money achieved.</li> <li>• Implement strategies to ensure seamless communication across the organisation.</li> <li>• Provide proactive and effective customer communication and build relationships and capacity with providers and service recipient/families</li> </ul> | <ul style="list-style-type: none"> <li>• Establish and foster effective working relationships with Videographer, captioner and interpreter as required</li> <li>• Team effectiveness, as observed by peers and Managers in team meetings.</li> <li>• Shares knowledge formally and informally with team members and others</li> </ul> |

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| Key responsibilities areas | Capability requirements  | Key performance measures   |
|----------------------------|--|--|
| <b>Administration</b>      | <ul style="list-style-type: none"> <li>• Full compliance with National disability standards as per ABLE AUSTRALIA framework hosted on the intranet</li> <li>• Documentation, reporting and communication of key information is maintained.</li> </ul>  | <ul style="list-style-type: none"> <li>• Service needs are planned and documented as per schedule and completed.</li> <li>• Audits show compliance with expected standards and requirements.</li> </ul>  |
| <b>Values</b>              | <ul style="list-style-type: none"> <li>• Actively support the ABLE AUSTRALIA purpose, values and strategic vision</li> <li>• Operate in line with the ABLE AUSTRALIA policies, procedure and practices</li> <li>• Positively and constructively represent the organisation to external contacts at all opportunities</li> <li>• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times</li> <li>• Help ensure the health, safety and welfare of self and co-workers</li> <li>• Follow all reasonable directions given by the organisation</li> <li>• Support, promote and show sensitivity to diversity in the workplace</li> <li>• Decisions are in alignment with ABLE AUSTRALIA’s strategic direction.</li> </ul> | <ul style="list-style-type: none"> <li>• Values are adhered to and demonstrated in daily practice</li> <li>• Values form an integral part of the way employees conduct their behaviour in the workplace</li> <li>• Support is provided that empowers co-workers</li> </ul> |

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| <b>Risk Workplace Health &amp; Safety</b>  | <ul style="list-style-type: none"> <li>Establish appropriate structures for managing and monitoring Workcover Case and Return to Work processes.</li> <li>Ensure incidents, accidents, hazards and near misses are reported, investigated and responded to in a timely and appropriate manner.</li> </ul>  |
| <b>Diversity &amp; Equity</b>              | <ul style="list-style-type: none"> <li>Promotes equity and diversity across all areas of service delivery ensuring legislative and organisation requirements are understood and adhered to.</li> <li>Challenges inappropriate behaviour ensuring action is taken.</li> <li>Ensures all staff receive training on workplace diversity and equity and human rights.</li> </ul> |
| <b>Continuous Professional Development</b> | <ul style="list-style-type: none"> <li>Completes mandatory training within defined timescales</li> <li>Identifies appropriate opportunities for professional development</li> <li>Attends and participates in planned development activities</li> <li>Actively participates in supervision and performance development and review processes</li> </ul>                       |
| <b>Organisation Citizenship</b>            | <ul style="list-style-type: none"> <li>Develops and maintains positive working relationships with colleagues and clients</li> <li>Works collaboratively to achieve shared goals and targets</li> <li>Represents Able in a positive and professional manner</li> <li>Adheres to organisation codes of conduct and dress</li> </ul>  |
| <b>Other duties</b>                        | <ul style="list-style-type: none"> <li>Undertakes other duties commensurate with the position as reasonably directed.</li> </ul>   |

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| <b>Key Selection Criteria</b> | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Experience and skills to work competently alongside people</li> <li>Well-developed communication skills</li> <li>Demonstrate ability to identify, measure and report on outcomes.</li> <li>Well-developed interpersonal skills with the capacity to liaise effectively with a wide range of clients and service providers.</li> <li>The ability to work autonomously and cooperatively as a member of a team.</li> <li>Well-developed work organisation skills, the ability to manage time effectively and prioritise tasks.</li> <li>Knowledge of the <i>NDIS Act 2013</i>, <i>Disability Act 2006</i> and other relevant legislation.</li> <li>Appointment to this position is subject to the satisfactory completion of a National Police Check, International Police</li> </ul> |
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|                                     | <p>Check (if applicable), NDIS Worker Screening Check, and the right to work in Australia.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working with people living with a disability</li> <li>• Experience working with people with deafblindness.</li> <li>• A knowledge of a range of accessible formats</li> </ul> |
| <b>Organisational Relationships</b> | <p><b>Reports to:</b> Executive Director – Marketing and Engagement</p> <p><b>Direct Reports:</b> No direct reports</p> <p><b>Internal Relationships:</b> All Able Australia staff</p> <p><b>External Relationships:</b><br/>           Relevant government and community organisations</p>   |

AGREEMENT

I have read, understood and agree to comply with this position description.

Name: .....

Signature: .....

Date: .....