

Reinforce Self Advocacy Inc.



**ILC Project Inclusion Worker  
2023-2024  
Job Description**

<b>Job Name</b>	ILC Project Inclusion Worker
<b>Organisation Name</b>	Reinforce Inc.
<b>Job Type</b>	<input type="checkbox"/> Casual <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Full Time
<b>This job is</b>	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Time Limited
<b>This job will start on</b>	To be confirmed
<b>This job will end on</b>	June 2024
<b>You will work</b>	Three days a week
<b>The Award is</b>	Social and Community Services (SCHCADS) Award Community Development Worker Level 4.1
<b>This job reports to</b>	Project Co-ordinator and Committee of Management
<b>The Goals of this project</b>	To run a Self Advocacy Training Unit which will help to: <ul style="list-style-type: none"><li>• Share Reinforce’s knowledge, skills and expertise in self advocacy with as many people with an intellectual disability as possible, especially people in disability services where self advocacy or peer support is not available.</li><li>• Provide employment opportunities to people with an intellectual disability.</li><li>• Support people with an intellectual disability to self advocate and know their rights.</li></ul>
<b>Goal of this job</b>	<ul style="list-style-type: none"><li>• To support Reinforce to achieve outcomes it has been funded for in the ILC project to 2024.</li></ul>

	<p>All the activities involved in working for the goals of the project will be done with members of Reinforce.</p>
<p><b>Main tasks and responsibilities of this job</b></p>	<p>The Inclusion Worker will support the project and Reinforce to:</p> <ul style="list-style-type: none"> <li>• Assist the Coordinator to establish a detailed project plan.</li> <li>• Assist the Coordinator to carry out an evaluation and risk management plan.</li> <li>• Provide 1-1 support to Peer Workers to do their jobs, including finding any training required.</li> <li>• Assist the Coordinator and Peer Workers to update training resources.</li> <li>• Assist the Coordinator and Peer Workers to develop the membership plan to get new members.</li> <li>• Work with Peer Workers and Coordinator to continue the mentor system.</li> <li>• Work with the Reinforce Support Worker, Peer Workers, volunteers and Coordinator when required, to establish peer/social events and a calendar of those events.</li> <li>• Support Peer Workers and Coordinator to strengthen existing service provider partnerships</li> <li>• Support Peer Workers and Coordinator to develop more partnerships</li> <li>• Facilitate training for Peer Workers and others to learn how to update Reinforce’s website and on line storage, including uploading resources and updating calendar events.</li> <li>• Support the Coordinator and Peer Workers to undertake an Action Research evaluation of the project.</li> <li>• Create a weekly work plan.</li> <li>• Provide a monthly written report to the Coordinator.</li> <li>• Assist the Coordinator to provide all reports required by the DSS</li> </ul>
<p><b>What sort of decisions can the Inclusion Worker make?</b></p>	<p>At the heart of all activities of the Project Inclusion Worker is the requirement that Reinforce members lead the project and that the Coordinator and Reinforce members are always consulted in decision making.</p>

<p><b>Key selection criteria (or the things you should have to do the job).</b></p>	<ul style="list-style-type: none"> <li>• A commitment to, and understanding of, the UN Convention on the Rights of Persons with Disability</li> <li>• An understanding of self advocacy organisations and their principals.</li> <li>• Experience in working with people with an intellectual disability.</li> <li>• A commitment to making sure people with an intellectual disability lead and are involved in and make all decisions.</li> <li>• An understanding of accessible communication formats and ability to create Easy English documents.</li> <li>• Experience in running projects.</li> <li>• Skills in developing and running training.</li> <li>• An ability to develop and maintain partnerships with key stakeholders.</li> <li>• Well-developed written and verbal communication skills</li> <li>• Good computer skills</li> <li>• Formal qualification in Social Work, Community Development or equivalent or relevant experience.</li> </ul>
<p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Experience in working with people with disabilities</li> <li>• Knowledge of the disability service system, including the NDIS.</li> <li>• An understanding of supported decision making.</li> <li>• Experience in supporting and planning events.</li> <li>• Ability to plan and work within deadlines</li> <li>• Flexibility.</li> <li>• Knowledge of local community and key stakeholders.</li> <li>• Ability to work well with other people.</li> <li>• Experience in mentoring others.</li> <li>• Ability to work with and include the community to support the project.</li> <li>• Skills in time management, setting priorities, planning and organising one's own work.</li> <li>• An understanding of website management.</li> </ul>
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• All workers must have a current Police check and follow all of Reinforce's other policies.</li> </ul>

**Reinforce encourages people with a disability to apply for all positions**

**Inc No: A0012853U**

**ABN: 93 226 896 012**