

Position title	Disability Pathway Mentor
Award	Social, Community, Home Care and Disability Services Award 2010
Salary	Level 3
Employment type	Ongoing full-time
Hours	38 hours per week
Reports to	Team Leader - Disability
Position holder	Vacant (new role)

Position summary

Disability Pathways Mentor will be responsible for supporting Learners (people with disability) across the Centre for Participation to identify, pursue and achieve their goals and develop their potential. The role aligns with our Vision of 'Strengthening communities through connection, opportunity and active participation'.

The position plays a key role in delivering the YouthAbility project and supporting people with disability to build confidence, self-advocacy, social connection, community participation, peer workforce development, volunteering, learning and employment pathways.

Key responsibilities include:

1. Support the delivery of the YouthAbility project, which seeks to train and support people with disability to become peer educators, peer support workers, researchers and advocates.
2. Support Learners participating in Centre for Participation programs, social enterprises and pathway initiatives through:
 - a. Recruitment and onboarding.
 - b. Development of individual goals and pathway plans.
 - c. Working with staff to induct and support Learners.
 - d. Regular review of progress towards goals and outcomes.
 - e. Assisting staff to build confidence and capability in working effectively with Learners.
 - f. Assist with the development and maintenance of Service Agreements for Learners accessing NDIS-funded supports.
3. Mentor people with disability to build confidence, independence, self-advocacy skills and community participation, and support pathways into volunteering, education, peer workforce opportunities, social enterprise participation and employment.
4. Work in accordance with our social enterprise values of:
 - Human Rights – People with disability have a right to be fully participating citizens on an equal basis with others.
 - Strength Based – We see the potential in everyone. We identify and build on strengths,

interests and aspirations.

- Person Centred – We meet people where they are at, adapt to their needs, learn from each other and support growth.
 - Entrepreneurial – We act on opportunities to solve problems and create value for our community and customers.
5. Support implementation of the Centre for Participation Social Impact Measurement Framework through the collection and analysis of qualitative and quantitative outcomes data.
 6. Develop and maintain positive relationships with Learners, families, carers, support networks, community organisations and referral partners.
 7. Attend conferences, seminars, workshops and other training activities to maintain awareness of contemporary disability practice, peer workforce development and community participation approaches.
 8. Identify and assist in addressing communication, workflow and service improvement opportunities through continuous improvement processes.

Essential

- Demonstrated ability to work within organisational policies, procedures and relevant legislative, regulatory and quality frameworks, including the NDIS Practice Standards and NDIS Quality and Safeguards Commission requirements.
- Excellent verbal and written communication skills, including active listening, relationship building and the ability to communicate effectively with a diverse range of people.
- Experience mentoring, coaching or supporting people to develop skills, confidence and achieve their goals.
- Experience supporting people with disability to identify, pursue and achieve personal, community, learning or employment-related goals.
- Strong computer skills, including proficiency in Microsoft Office applications and the ability to maintain accurate records and reports.
- Demonstrated ability to work collaboratively within a team and build positive relationships with participants, families, carers, colleagues and external stakeholders.
- Effective time management, organisational and problem-solving skills, with the ability to prioritise competing demands and meet deadlines.
- Ability to collect, record and report qualitative and quantitative outcomes information.
- Commitment to person-centred, strengths-based and rights-based approaches to supporting people with disability.

Qualifications and Experience

- Qualification in disability, community services, social work, education or a related field, or equivalent experience.
- Experience supporting people with disability to identify and achieve their goals.
- Experience co-designing services, activities or supports with people with disability.
- Experience mentoring, coaching, training or supporting individuals to develop skills and confidence.

- Experience supporting the delivery of programs, activities or projects and contributing to agreed outcomes.
- Strong interpersonal, communication and relationship-building skills.

Desirable

- Previous social enterprise experience.
- Knowledge and experience in delivery of peer services.
- Lived experience of disability, caring or navigating disability support systems is highly regarded

Personal attributes

- Demonstrates initiative.
- Problem solving.
- Collaborative and supportive.
- Flexible and embraces change.

Conditions of employment

- The position is full-time and is subject to continued funding.
- All terms and conditions of employment are in accordance with the Social, Home Care and Disability Services Industry Award and the National Employment Standards.
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time.
- This appointment is subject to: Current police check, NDIS Worker Screening Check, Current Working with Children Check and a current Victorian motor vehicle licence.

I have reviewed and approve the above position description

Signature: _____ Date: / /

Robbie Millar, Chief Executive Officer

I have read, understand, and agree to the above position description

Name:

Signature: _____ Date: / /