

Position Description

Role Details

Role:	Connection Coordinator <u>Enable In</u> Project (2 positions available)
Reporting To:	Enable In Manager
Work Location:	Redfern, Sydney
Status:	Full time (35 hours per week) Maximum term contract role until June 2020 <i>(with a possibility of extension, dependent on funding)</i>
Award Classification:	Level 5 (\$78,863 plus salary sacrificing and leave benefits) Social, Community, Home Care & Disability Services Award 2010

Role Purpose

This newly created role supports the Enable In Manager in rolling out this exciting project, from conception through to implementation and evaluation.

Enable In project targets people with disability who have complex support needs and connects them with appropriate supports.

The project will service all of NSW, to determine current and anticipated levels of support, and will provide both generic and individually tailored information about the NDIS and mainstream services.

In addition, the project will establish peer support groups to facilitate shared experiences, role modelling and to reconnect individuals with their communities.

The Connection Coordinator works with the Enable In Manager and other PWDA staff to establish and mentor a network of Peer Support Navigators, who will link people with disability from hard to reach populations to services in metropolitan, regional, and rural communities across NSW.

Responsibilities & Main Duties

- Support the ***Enable In*** Manager with project development and coordination tasks.
- Make connections and build relationships with 'hard to reach' people with disability.
- Assess the support needs of people with disability and connect them to NDIS and mainstream services.
- Provide information about the NDIS and mainstream services by various means (phone, email, social media, forums, meetings, groups, etc.).
- Working with the Enable In Manager and other PWDA staff, establish and mentor a network of Peer Support Navigators.
- Collect and compile key data related to the project and with regard to its Action Research Evaluation Framework.
- Participate in PWDA organisational activities such as staff meetings, planning meetings and team development initiatives.
- Participate in relevant professional development and review activities at PWDA, including regular supervision and training.
- Undertake other duties, as directed, within the scope of the role.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation

Selection Criteria

Essential

- Understanding of and commitment to the rights and interests of people with disability
- Experience (paid, voluntary or personal) in the disability, community, health or legal sectors
- Demonstrated capacity to engage and work with a diverse range of key stakeholders
- Excellent organisational skills, including the ability to determine priorities, meet deadlines and effectively balance competing demands
- Strong documentation skills, including managing information and record-keeping
- Advanced problem solving skills (we need candidates who can respond successfully to challenges)
- Ability to work independently and as part of a team
- Ability to work effectively with people in stress or crisis
- Cultural competency
- Developed computer literacy, with working knowledge of Microsoft Office

Desirable

- Personal or family experience of disability
- Experience working with Aboriginal communities
- Degree in social sciences or related discipline
- Ability to travel in NSW, when required

Other Job Requirements

- Working with Children Check
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- NSW Police Check
PWDA receives funding from Ageing, Disability and Home Care (ADHC), NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must be approved under the NSW Police Check prior to taking up appointment.
- Six-month probationary period.

Application Processes

Contact:

Email: recruitment@pwd.org.au
Phone: (02) 9370 3100 or 1800 422 015
TTY: 1800 422 016

For more information about this role, please contact Andrew Stensel, Enable In Manager, using the contact details above.

Submit your application by email on recruitment@pwd.org.au. If you need to submit your application in an alternative format, please contact us.

Your application needs to include:

- Your full resume
- A letter outlining how you meet the selection criteria
- 2 referees contact details.

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.