

POSITION TITLE: Senior Inclusion Support Worker / Group Leader

ACCOUNTABLE TO: CEO Extended Families

PERIOD OF APPOINTMENT: Casual positions

HOURS OF EMPLOYMENT: Various – ranging from two to eight hours per shift.

ORGANISATIONAL CONTEXT:

Extended Families vision is a society where children and young people with a disability experience full community inclusion and participation and their families are strong, resilient and connected.

Extended Families facilitates positive connections between people within a community to provide support to children and young people with a disability up to the age of 30 and their families. Extended Families seeks to widen social networks, empower individuals, promote inclusion and strengthen the bonds people have within their local area. The organisation breaks down barriers by changing social attitudes and creating opportunities.

Living with a disability can be difficult – it can feel isolating. Extended Families Australia exists to challenge that. We are inclusion specialists who believe that everyone should have joy in their life and the opportunity to be part of a community. Extended Families provides meaningful support to children and young adults with a disability and their families through our volunteer match program, inclusion support programs, recreation programs, friendship groups, support coordination and peer support.

Extended Families is driven by strong values and is customer focused, we pride ourselves on our capacity to support people from a diversity of cultural backgrounds. We value staff and provide support and development opportunities.

THE SERVICES:

This role will primarily take a leadership role in our group Recreation Programs and may also choose to work in the LinC program providing ‘one on one’ support and skill development.

Recreation Programs

A range of recreation programs provide opportunities for trying new activities and build confidence, skills and friendships. Programs range from the very small together groups with two or three participants who meet regularly to larger friendship groups, our ExtendABLE ‘come and try’ programs (after school, weekend and school holiday) and our Explorer days, a full day excursion for participants to explore new places and activities in the community, spend time together to develop friendships, experience new things and gain new skills. There are also family camps.

The programs provide an opportunity for children and young people with disabilities to come and try a variety of recreational activities with the support of Extended Families staff, volunteers and community facilitators. Where possible they are embedded in community, and include some centre based activities.

LinC (Linking+Inclusion+Community)

LinC provides support to assist children and young people to access the community, to develop skills to enable participation and support to overcome barriers to access mainstream activities.

Inclusion support workers provide support to enable a child or young person with a disability independently engage in community, social and recreational activities. They support the achievement of specified social, personal and developmental needs and goals.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Recreation Team Leader or other relevant Coordinators
Direct Reports:	This position will be responsible for Recreation Volunteers and Inclusion Support Workers during group recreation programs.
Internal Relationships:	Will work closely with Team Leaders and Family and Volunteer Coordinators where appropriate.
External Relationships:	Children and young adults and their family and where relevant community organisations and groups.
Located:	Extended Families Head Office - 1/95 Bell Street, Coburg. Work will take place in community settings across the cities of Banyule, Nillumbik, Whittlesea, Darebin, Yarra or the broader Melbourne metropolitan area.

PRINCIPAL ROLES AND ACCOUNTABILITIES

Senior Inclusion Support Workers / Group Leaders are responsible for successful implementation of specific Extended Families recreation programs or groups and provide input into program development and review. They also provide direct support to children / young people with a disability on an individual basis and in a group environment to encourage the development of individual wellbeing and self-esteem, social relationships and community participation to help children and young people reach their full potential. They may also work one on one to facilitate and support community participation and inclusion and undertake skill development with a child or young person to overcome barriers to genuine inclusion.

Senior Inclusion Support Workers will work as part of a team to achieve the strategic goals of the organisation and will promote the values, aims and objectives of Extended Families.

DUTIES AND RESPONSIBILITIES

As part of a team of Inclusion Support Workers you are expected to:

- Actively support and engage children and young people with a disability to improve their relationships and increase their social and community participation.
- Assist a child / young person with a disability to maximise their independence. Tasks may include; accessing exercise / recreation activities and transport services including public transport, personal care - dressing, toileting, meals, and medication administration.
- Encourage personal choice and work with children / young people to support the pursuit of their own interests, hobbies and friendships.
- Liaise with and maintain sound communication and effective working relationships with the children / young people, families, volunteers, staff and relevant community organisations.

- Work towards establishing links with community resources, facilitating inclusion of clients into the community.
- Advocate on behalf of clients for increased access to, and inclusion in, community and recreational services.
- Provide feedback to Team Leader about the child/young person, their family, community access or activity concerns.
- Provide information, feedback and reports using organisation reporting systems and applications. Including incidents, injuries, near misses and hazards.
- Ensure the child / young person's records are maintained and statistical records are entered.
- Provide information to colleagues on routine matters relating to the child / young person's needs.
- Keep accurate and complete records of your work activities in accordance with legislative requirements, organisation's requirements, privacy and confidentiality policies and requirements.
- Ensure all OH & S issues are raised with the Team Leader and share observations relating to work process improvements.

Senior Inclusion Support / Group Leaders are also expected to:

- Ensure acceptable standards of quality in delivery of services.
- For group programs, participate in pre-program briefing and post-program debrief.
- Provide supervision and support of Inclusion Support Workers and Recreation Volunteers during program activities as directed by the Team Leader or other relevant staff.
- Delegate tasks to Inclusion Support Workers and Recreation Volunteers during a program or activity as needed.
- Provide regular feedback to Team Leader or relevant staff about the performance of Inclusion Support Workers and Recreation Volunteers.
- Provide constructive feedback to Inclusion Support Workers and Recreation Volunteers.
- Undertake program administrative duties and ensure client and statistical records are entered.
- Retain receipts for purchases and submit for authorisation and operate within the budget set for the program.

SALARY AND CONDITIONS

Award and Salary: This position is subject to the Social, Community, Home Care and Disability Services Industry Award 2010 and Disability Support Workers Award - State. Salary band will depend on qualifications and experience.

Salary Packaging: Salary packaging is available, up to the full Threshold (cap) limit for charitable organisations, which is currently \$15,900 per annum.

Superannuation: A contribution is made based on the base salary of the amount equivalent to the award or occupational superannuation obliged to be paid by the Employer pursuant to the provisions of any industrial award, industry-wide agreement or Commonwealth or State law. Currently this is 9.5%.

Reimbursement for Expenses: Reimbursement will occur for all out-of-pocket expenses properly and reasonably incurred in performing the duties of this position, as negotiated with the Team Leader, upon production of evidence of incurring the expenses. This includes travel within work hours.

Employment Entitlements: All employment entitlements are based on the Social, Community, Home Care and Disability Services Industry Award 2010.

Equal Opportunity: Extended Families is an equal opportunity employer.

Cultural Diversity: Extended Families promotes cultural sensitivity and diversity. Individuals from CALD or ATSI backgrounds are encouraged to apply.

Child Safety: Extended Families is committed to the safety of children.

SELECTION CRITERIA

Essential

- Certificate IV Home and Community Care, Disability, Youth Work or Recreation qualification or equivalent.
- Previous experience working with children/young people with a disability in areas such as personal care, health and wellbeing, accessing the local community, learning independent living and social skills.
- Awareness of principles that underpin community inclusion and engagement.
- A commitment to supporting and promoting the individual needs, skills, abilities and goals of people with a disability.
- Understanding of and experience in supporting people with Autism Spectrum Disorder.
- Ability to respond to a wide range of child/young person behaviours.
- Commitment to the values of respect and compassion, empowering people and community, professional and ethical, inclusion and confidentiality.
- Ability to respond to direction and where appropriate use own initiative to work independently.
- Good time management skills.
- Good communication skills and ability to maintain good working relationships with service users, families and other organisations.
- Good written communication skills and capacity to maintain accurate and legible records.
- Ability to follow organisational policy and procedures.
- Commitment to ongoing professional development, continuous improvement and learning.
- A current satisfactory Police Check and Working with Children Check that is maintained during employment.
- International police check for applicants who have lived overseas for 12 months or longer in the last 10 years.
- Not listed on Disability Worker Exclusion Scheme register.
- Requirement to use own phone for receiving shift information and completing data records.
- Current Provide First Aid Certification (HLTAID003) or be willing to obtain.

Desirable

- Current full Victorian Drivers Licence and access to a comprehensively insured motor vehicle (More essential for those working in the LinC program).
- Demonstrated experience with group activities in a community setting for children/young people with a disability.
- Demonstrated understanding and/or experience in working with community or recreation group environments in an inclusion support capacity.
- Ability to initiate and maintain contacts with a broad range of people and community organisations.
- Demonstrated knowledge and skills in supervision of volunteers and / or support workers.
- Other certifications in first aid management (Asthma, Anaphylaxis, Epilepsy)
- Additional languages

Enquiries to Olivia Nam, Recreation Program Team Leader, Extended Families olivia@extendedfamilies.org.au or phone 9285 4839.