

# POSITION DESCRIPTION

## POSITION DETAILS

Position Title:	Project Officer - Redress Support Service
Reports To:	Project Manager, Redress Support Services
Salary/Award Classification:	Part Time 0.4FTE  Level 5 - Social, Community, Home Care & Disability Services Award

## SOUTH AUSTRALIAN COUNCIL ON INTELLECTUAL DISABILITY

The mission of the South Australian Council on Intellectual Disability is to work towards achieving a South Australian community in which people with intellectual disability are involved and accepted as equal participating members. We do this through consultation with stakeholders, advocating for an inclusive community, promoting the rights of people with intellectual disability and liaising with likeminded organisations.

## ABOUT THE ROLE

### SUMMARY OF THE ROLE'S AIM

The Project Officer, Redress Support Service will work collaboratively with the Project Manager, Redress Support Services and external organisations to support people with intellectual disability to engage with the National Redress Scheme and work through the application process, linking them to necessary supports and services, and connecting them with opportunities to build their resilience.

### KEY RESULT AREAS

#### Project Work

- Contribute to the development of project plans and support their implementation.
- Implement project activities according to the project plan.
- Monitor the implementation of projects to ensure they are on time and on budget.
- Identify any potential issues or risks that could affect the progress of the project.
- Communicate with key stakeholders and coordinate reference groups, committees and consultations to achieve project outcomes.
- Use facilitation skills to run effective groups in a range of settings.
- Maintain project documents to track project progress.
- Measure project performance using the agreed evaluation strategies.

- Report on project progress and outcomes through regular meetings with the project team, Manager and through a written monthly report.

### **Inclusive Practices**

- Using a co-design model ensure people with intellectual disability and their supporters are involved in all aspects of projects.
- Ensure all resources developed through projects are available in Easy Read.
- Support Inclusion Advisors with intellectual disability through development of work plans and supporting them in their day to day duties in the workplace.
- Demonstrate best practice in inclusive practices at SACID.

### **Service Delivery**

- Contribute to the development of policies, procedures and systems for the Redress Support Service to ensure the service is delivered safely and is accessible to people with intellectual disability.
- Support people with intellectual disability to access information about the National Redress Scheme.
- Support clients through all parts of the application process and outcomes, referring to other supports and services such as counselling and legal support as necessary.
- Utilise a case management framework in everyday practice, to work collaboratively with the client, their family or carer, and other supports or services.
- Empower clients to maximise their self determination through access to information, choice, and informed consent in all decision making.
- Utilise active and reflective listening through your practice and provide informal counselling to clients and their family as needed.
- Keep accurate case notes and ensure all required reporting is completed by set deadlines.
- Contribute to the development and review of the Redress Support Service Activity Work Plan.
- Develop and maintain relationships with key stakeholders and networks including grant funders and other Redress Support Services.
- Implement strategies to ensure your wellbeing.
- Participate in professional development opportunities.

### **Workplace Health & Safety**

- Adhere to the *WHS Act 2012*.
- Take responsibility for your safety in the workplace as well as the safety of others by ensuring adherence to all policies and practices.
- Identify and report potential risks.
- Participate in relevant training as required.

- Follow risk management plans for all projects and the organisations policies and procedures.

## REPORTING/WORKING RELATIONSHIPS

**This role reports to (role sponsor):** Project Manager, Redress Support Service

**This role provides formal support and guidance to the following other roles:**

- Inclusion Advisors (employees with intellectual disability)
- Students, trainees, interns, volunteers and other similar positions who may from time-to-time be involved with SACID during the life of the project.

**This role is responsible for maintaining positive networks with stakeholders including:**

- People living with intellectual disability, and other people in their lives such as family, friends and other supporters, including advocacy groups and peer networks
- SACID members
- Community leaders and NGOs relevant to the work, including peer-led organisations
- Redress Support Services
- Government staff relevant to the work
- Peak bodies

## SPECIAL CONDITIONS

The incumbent is required to:

- Be available for work-related travel from time to time
- Hold a Working With Children Check and National Police Check or be willing to obtain prior to commencing employment. Must maintain this clearance on-going
- Hold a drivers licence

The role demands a commitment to:

- Support the integrity of SACID by maintaining a high standard of personal and professional conduct that supports our values, including:
  - **INCLUSION:** Inclusion for all
  - **VOICE:** Empowering people with intellectual disability and their families to have their voices heard
  - **RIGHTS:** Equal Rights for people with intellectual disability
- Support and contribute to the achievement of SACID's goals as set out in relevant documents;
- Occasionally work outside of normal business hours where required;

- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change.
- Be willing to work from home if directed to.
- The services provided at SACID mean that our employees working in client facing roles need to be vaccinated against COVID-19 and will need to provide evidence of COVID-19 vaccination. If you're unable to you are encouraged to have a confidential conversation with us about your situation.

# ABOUT THE ROLE HOLDER

## QUALIFICATIONS, SKILLS & EXPERIENCE

- Demonstrated commitment to SACID's values of inclusion, voice and rights for people with intellectual disability and their families.
- Demonstrated commitment to inclusive practice and co-design.
- Qualifications in Disability, Social Work, Community Development or similar area.
- Experience working effectively with people with intellectual disability, their families and supporters, and representative bodies.
- Experience in trauma informed practice.
- Experience working with complex client matters.
- Ability to maintain a caseload and work collaboratively with clients, families and supports or services.
- Ability to develop accessible information including Easy Read resources.
- High level interpersonal and communication skills and demonstrated ability to deal with sensitive and complex inquiries.
- Ability to communicate effectively in written format.
- Knowledge of legislation impacting people with intellectual disability.
- Experience working independently with minimal supervision.
- Demonstrated commitment to working safely and contributing to maintaining a safe workplace.
- Strong working knowledge of Microsoft Office Suite.
- Must hold relevant Working with Children Check and Police Check or be willing to obtain prior to commencing employment.
- Must hold a drivers licence.

---

Acknowledged by Role Holder:

Signature:

Date:

Acknowledged by Role Sponsor:

Signature:

Date:

---