

ABN 97 470 256 857

**POSITION TITLE:** Inclusion Support Worker

**ACCOUNTABLE TO:** CEO Extended Families

**PERIOD OF APPOINTMENT:** Casual positions

**HOURS OF EMPLOYMENT:** Various – ranging from two to eight hours per shift (most commonly two to five 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 provide direct support to assist a child or young adult participate in the community through our LinC program which provides 'one on one' support or at times in one or more of our group Recreation Programs.

**LinC (Linking+Inclusion+Community)**

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

***Inclusion Support:***

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.

***Skills Development:***

Experienced staff provide individual life skills and social skills training for children and young people with a disability, to enable them to participate more fully in community and to improve relations with others.

### ***Service Capacity Building:***

We support main stream services to enable inclusion and participation of children and young people with disability. We support participants to overcome barriers in attending main stream services.

### **Recreation Programs**

At times we have recreation programs providing opportunities for trying new activities and build confidence, skills and friendships. Programs range from the very small together groups to larger friendship groups, and our ExtendABLE 'come and try' programs (after school, weekend and school holiday)

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.

### **ORGANISATIONAL RELATIONSHIPS:**

Reports to:	LinC Team Leader or at times Case Managers or Support Coordinators for the specific client.
Direct Reports:	In some instances, Volunteers may report to Inclusion Support Workers, where they are assisting in small together groups or community activities.
Internal Relationships:	Will work closely with Team Leaders and Inclusion Support Coordinators where appropriate.
External Relationships:	Children and young adults and their family and where relevant community organisations and groups.
Located:	Extended Families Head Offices are at - 1/95 Bell Street, Coburg and Suite 15, 26 Bank St Box Hill. Work will take place in community settings

### **PRINCIPAL ROLES AND ACCOUNTABILITIES**

Inclusion Support Workers / Activity Leaders are responsible for;

- Providing direct support to children / young people with a disability on an individual basis and/or in a group environment to encourage the development of social relationships and community participation.
- Ensuring acceptable standards of quality in delivery of services
- Sound communication and effective working relationships are maintained with the children/young people, families, volunteers, staff and relevant community organisations.
- Work within a team environment to promote teamwork and effective practice as a member of the Extended Families staff
- Adhere to/ comply with / follow Victorian Occupational health and Safety (OHS) Act 20014 and Extended Families Occupational Health and Safety policy and procedures.
- Promoting the values, aims and objectives of Extended Families

### **DUTIES AND RESPONSIBILITIES**

**Inclusion Support Workers are expected to:**

- Actively support children and young people with a disability to improve their relationships, assist and increase their social and community participation.

- Provide support to enable a child / young person with a disability to engage in community experiences, social, recreation and exercise activities.
- 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 and work with children / young people to pursue their own interests, hobbies and friendship.
- Liaise with the child/young person, family members, external community services and others in their lives to help meet child / young person needs.
- 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.
- Participate in the development of child / young person documentation where needed.
- Provide information, feedback and reports using organisation reporting systems and applications. Including incidents, injuries, near misses and hazards.
- Ensure child/young person records are maintained.
- 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.

**Inclusion Support Activity Leaders are expected to perform the above with the following;**

- Participate in pre-program briefing and post-program debrief.
- Supervision and direction of Inclusion Support Workers and Recreation Volunteers during program activities.
- Undertake program administrative duties and ensure client and statistical records are entered.
- Retain receipts for purchases and submit for authorisation.
- 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 (generally level 2) 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:** Any transport of participants will be reimbursed at standard government rates, currently \$0.78 a kilometre.

**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 cultural and linguistically diverse or Aboriginal and/or Torres Strait islander backgrounds or people with a lived experience of disability are encouraged to apply.

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

## **SELECTION CRITERIA**

### **Selection Criteria (Essential)**

- Certificate IV Home and Community Care and Disability or equivalent; or substantial experience and a proven track record in similar role.
- 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.
- Ability to respond to a wide range of child/young person behaviours.
- Ability to respond to direction and where appropriate use own initiative to work independently.
- Good time management skills.
- Good interpersonal skills and written communication.
- Capacity to maintain accurate and legible records.
- Ability to follow organisational policy and procedures.
- Willing to complete and maintain a satisfactory Police Check and Working with Children Check.
- Current full Victorian Drivers Licence and access to a comprehensively insured motor vehicle.
- 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
- Current Provide First Aid Certification (HLTAID003) or be willing to obtain.

### **Selection Criteria (Desirable)**

- 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)
- Commitment to ongoing professional development.
- Second language

Enquiries to Nicole Leathem, LinC Team Leader: [nicole@extendedfamilies.org.au](mailto:nicole@extendedfamilies.org.au) or phone 03 9285 4839

Applications should be submitted on the electronic application form available on our [website](#).