

Position title	Team Leader Disability
Award	Social, Community, Home Care and Disability Services Award 2010
Salary	Social & Community Services 5
Employment type	Ongoing full-time
Hours	38 hours per week
Reports to	Social Enterprise Advisor
Position holder	Vacant

Position summary

The Team Leader Disability will lead the operational delivery of disability participation initiatives across the Centre for Participation that work towards our Vision of - Strengthening communities through connection, opportunity and active participation. The role will specifically lead a team whose focus will be to ensure all People with Disabilities (PwD) have opportunities to develop their potential.

Key responsibilities include:

1. Support and coordinate the delivery of existing and emerging social enterprise initiatives involving People with Disability (PwD), including:
 - a) Recruitment of Learners (PwD)
 - b) Development of goals with Learners and plan to achieve them
 - c) Working with enterprise staff to induct and support Learners
 - d) Regular review of progress towards goals
 - e) Facilitating training of enterprise staff on working effectively with PwD
2. Coordinating the delivery of our YouthAbility project that seeks to train and support PwD to become peer education, support, research and advocacy workers.
3. Implementing our Social Impact Measurement Framework through collection and analysis of qualitative and quantitative data.
4. Negotiate and monitor NDIS and other disability service agreements.
5. Support and monitor compliance of disability service activities with relevant NDIS regulations, standards and guidelines, ensuring organisational policies and procedures are followed.
6. Build & maintain relationships with funders, service providers and key stakeholders.
7. Supervise, support and mentor staff and volunteers, including allocating work, monitoring progress and supporting professional development.
8. Monitor program expenditure within approved budgets and contribute to budget monitoring and reporting.
9. Attendance at conferences, seminars, workshops, and other training activities to maintain an awareness of trends and issues primarily relating to the position.
10. Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Centre for Participation procedures.

Essential

- Ability to contribute to the development and review of program or social enterprise policies and procedures to support compliance with relevant regulations and standards.
- Excellent verbal and written communication skills including effective listening and clear interpretation.
- Staff management & mentoring experience.
- Experience at reporting program facts, stats, and trends against goals & plans.
- Demonstrated networking skills with the ability to develop effective partnerships.
- Good computer and word processing skills with proficiency in Microsoft Word and Excel.
- Ability to work with minimal supervision and demonstrate high levels of initiative.
- Demonstrated ability to work effectively as a part of a team and with a diverse range of people and personalities.
- Effective time management, organisational and problem-solving skills with demonstrated reliability to determine priorities and meet deadlines.
- Contribute to continuous improvement of disability participation programs, including identifying opportunities to strengthen inclusive employment and participation pathways.

Qualifications and Experience

- Tertiary qualifications in the disability, community services or education fields.
- Experience in co-designing and implementing services with People with Disability.
- Experience in training and supporting peers.
- Proven experience in project management, preferably in disability services.
- Strong understanding of NDIS regulations and compliance.
- Excellent leadership and communication skills.

Desirable

- Previous social enterprise experience.
- Knowledge and experience in delivery of peer services.
- Budget management experience.
- Volunteer management experience.

Personal attributes

- Attention to detail.
- 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: / /