

POSITION DESCRIPTION

Strengthening Parent Support Worker

ORGANISATIONAL CONTEXT

Gateways mission is to empower and support children and adults with a disability / additional need and their families to maximise their:

- Quality and enjoyment of life
- Potential
- Positive relationships within the community

CORE VALUES

The following organisational values apply equally to relationships with children / adults with a disability / additional need, their families, staff, volunteers and other organisations and the broader community.

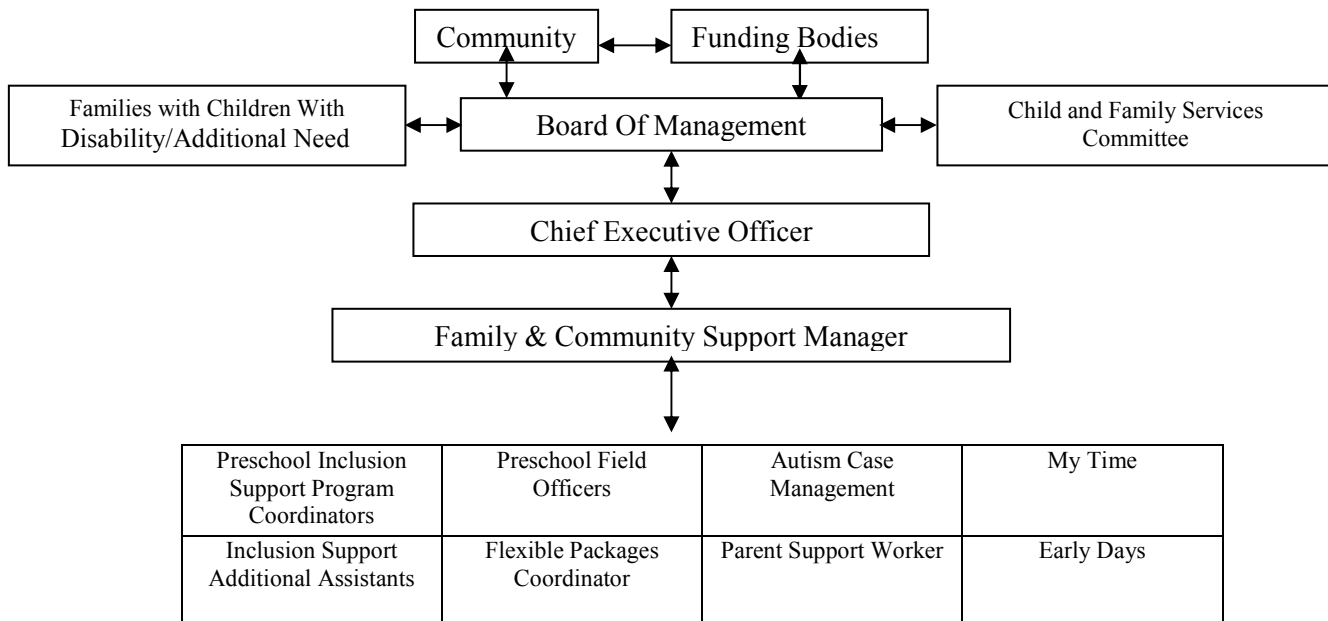
Commitment and Cooperation
Opportunity and Openness
Respect and Reliability
Excellence and Empathy

GATEWAYS FAMILY AND COMMUNITY SERVICES OBJECTIVES

1. To provide responsive, individualised services and support which promote each child and family's
 - Quality and enjoyment of life.
 - Potential.
 - Positive experiences within the community.
2. To promote community understanding, support and positive interactions with children with a disability/additional need and their families.
3. To promote a learning focused, valuing and cooperative organisation that promotes the development and wellbeing of staff and volunteers.

REPORTING ARRANGEMENTS AND ACCOUNTABILITY

The Gateways Board of Management is responsible to families with children with disabilities/additional needs, funding bodies and the community for all aspects of service provision and management of the organisation. This responsibility is delegated through the Chief Executive Officer to staff. The accountability structure is as follows:



DUTIES AND RESPONSIBILITIES

- Provide assistance and support to the existing parent support groups and assist in the establishment of new groups in response to needs identified by parents.
- Provide information and training sessions for families of children with a disability.
- Provide information, assistance, support and referral in response to parent requests.
- Provide community education about the needs of children with a disability and their families.
- Liaise with other service providers within the regional network and Association for Children with a Disability.
- Compile and distribute relevant information resources for families.
- Where other resources are not available or appropriate, provide advocacy for families of children with a disability.
- Maintain accurate administrative and programmatic records.
- Submit regular data returns to the Family & Community Services Manager.
- Account for expenditure according to organisational procedures.
- Report to the F&CSM in regard to the development and progress of the program including a monthly written report.

Agency and Program Development

- Operate as a contributing and cooperative team member of the Gateways Family and Community Services Team.
- Participate in program evaluation, development and redevelopment.
- Participate in agency development activities as required.
- Report to the F&CSM on any risks that may arise in program provision that may potentially impact on the organisation.
- Establish and maintain effective links with other Gateways Support Services staff/ programs.
- Participate in relevant team meetings, committees, reference groups, forums etc as required.
- Participate in training activities as required.
- Other duties as directed by or negotiated with the F&CSM.

KEY FUNCTIONS

- Support parents - run parent support groups for families with a child with a disability.
- Provide information, referral, support and advocacy to parents of children with a disability
- Participate in agency and program development.

SELECTION CRITERIA

1. Demonstrated skill in engaging and empowering families, and maximising the opportunities and support of children with disabilities and their families within their local communities.
2. Extensive knowledge of local service and support networks and information resources.
3. A high level of skill in facilitating group programs.
4. Demonstrated skill in providing advocacy to families with children with additional needs
5. Demonstrated commitment to implementing Gateways policies and programs under the direction of the Family & Community Support Manager and a high level of accountability.
6. Demonstrated commitment to promoting a cooperative and cohesive team.
7. Demonstrated skill in researching information and developing effective and innovative support options
8. Demonstrated capacity to work efficiently and to complete administrative tasks.
9. Demonstrated commitment to liaising effectively and working partnership with all stakeholders.
10. Positive communication and negotiation skills.
11. High standards of ethical and professional behaviour.

Additional Requirements

Current drivers licence - essential.

Capacity to work outside normal hours if required.

TERMS AND CONDITIONS OF EMPLOYMENT

- 15.2 hrs / week
- As per the Social and Community Services Award-commensurate with qualifications and experience.
- Salary packaging is offered in accordance with the organisation's salary packaging policy.

PREFERRED QUALIFICATION

Qualification in the Human Services field.