

E-Bulletin 95 January 2015 (i)

Position: Project Officer: Disability Disability Support Organisation Capacity Building Project

Location: Glebe, NSW 2037

24 month contract

Hours: [22.5hrs]

Responsible to: Executive Officer

Organisation: Who is the Physical Disability Council of NSW?

The Physical Disability Council of NSW (PDCN) is the peak representative organisation of and for, people with physical disability across New South Wales. The Council has a majority of people with physical disability in its membership, its governance (i.e. Board), and employees. It is also a not-for-profit, non-government organisation.

The objectives of the Physical Disability Council of NSW (PDCN) are:

- To educate, inform and assist people with physical disabilities in NSW about the range of services, structure and programs available that enable their full participation, equality of opportunity and equality of citizenship
- To develop the capacity of people with physical disability in NSW to identify their own goals, and the confidence to develop a pathway to achieving their goals (ie self advocate).
- To educate and inform stakeholders (ie about the needs of people with a physical disability) so they are able to achieve and maintain full participation, equality of opportunity and equality of citizenship.

Project Overview

The Physical Disability Council of NSW (PDCN) has been provided funding to assist people with disability, their families and carers to make the transition to the new set of arrangements for disability support under the National Disability Insurance Scheme (NDIS).

The Disability Support Organisation (DSO) Capacity Building Project will coordinate, facilitate and support five "Community

Connectors” (facilitators of local support groups, whom will provide information, resources and mutual support for people with disabilities and/or their families); who will develop up to 20 local support groups in order to:

- Improve understanding of the operation of the NDIS, and the principles that underpin NDIS, for people with disability, their families and their carers
- Build the capacity of people with disability, their families and their carers to exercise choice and control
- Encourage and enable people with disability to move toward self management, greater independence and meaningful community inclusion.

Duties and responsibilities;

1. Assist with identification and selection of ‘Community Connectors’
2. Oversee, support and develop capacity of part time ‘Community Connectors’ to establish and maintain local support groups
3. Disseminate project updates, resources and tools received from lead agency
4. Provide accurate, relevant and timely information to ‘Community Connectors’
5. Work to meet performance indicators as outlined in Project Agreement
6. Reporting and evaluation responsibilities to Executive Officer and funder
7. Where necessary participate in national mentoring and support program
8. General administrative tasks associated with project
9. Other projects and duties as identified by Executive Officer

Essential criteria

- Demonstrated knowledge and/or experience of person centred approaches and inclusion
- Experience interacting with people with disability, or lived experience with disability
- Tertiary qualification in social science, social work, adult education, or relevant experience
- Ability to negotiate with a range of stakeholders
- Confidence to work in a range of different environments

- Experience applying a flexible and creative approach to achieve outcomes
- Self motivated and able to deliver work to agreed deadlines
- Computer literacy (Office suite and capacity to use cloud based software)
- Experience managing teams
- Willingness to travel on occasion

Desirable criteria

- Knowledge of the National Disability Insurance Scheme (NDIS);
- Event management experience

All Physical Disability Council of NSW employees are required to provide a Police Record Check on appointment.
Please send your resume and cover letter responding to the essential and desirable criteria by Tuesday 27 January 2015 to admin@pdcnsw.org.au [using Project Officer –DSO Capacity Building Project in Subject line]

The Physical Disability Council of NSW
3/184 Glebe Point Road
GLEBE NSW 2015

For further enquiries please contact: Serena Ovens, Executive Officer – 02 9552 1606.

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