



Intellectual Disability Rights Service: Criminal Justice Support Network Regional Coordinator, Hunter (based in Newcastle)

The Criminal Justice Support Network (CJSN) is part of the Intellectual Disability Rights Service and is a state-wide support and information service for people with an intellectual disability who are victims, witnesses, suspects or defendants in criminal matters. CJSN has been established in the Newcastle area since 2004. CJSN has coordinators in Sydney, Wollongong and shortly at Gosford.

The position of Regional Coordinator is a challenging and rewarding position responsible for coordinating the delivery of a support service for people with an intellectual disability who come into contact with the criminal justice system. While some direct support is provided by the coordinator, in general support at police stations and at court is provided by a network of volunteers. The role includes promoting the service locally; recruiting and supporting volunteers; ensuring the quality of the service in the region and establishing and maintaining local networks and advocating on behalf of clients.

The position is part-time, 30 hours per week.

The commencing salary is \$38,140 plus super. Salary packaging is available.

A time-in-lieu system applies.

Please see the Intellectual Disability Rights Service (IDRS) website for further information about the activities of IDRS.

Contact person: Alex Faraguna, CJSN Manager

Applications Close **Tuesday 27th January**

It is anticipated that interviews will be held in Newcastle during the week commencing 2nd February 2009

Applications must address the essential and desirable selection criteria listed below and be accompanied by a resume.

Please mark applications "Hunter Regional Coordinator Application" and send to

EMAIL Alex@idrs.org.au

Mail Intellectual Disability Rights Service,
Suite 2C, Regent Street Redfern 2016

Position Selection Criteria

Selection criteria

These criteria must be addressed in applications for this position

Essential

1. Sound knowledge of the issues affecting people with an intellectual disability in the criminal justice system.
2. High level communication skills including the ability to respond to the communication needs of people with an intellectual disability
3. Demonstrated ability to advocate on behalf of clients
4. Ability to recruit, develop and support a volunteer network to provide quality service.
5. Demonstrated ability to develop and maintain effective local networks and partnerships with individuals, organisations and communities, including Aboriginal and other culturally and linguistically diverse groups.
6. Ability to coordinate a community based project including planning and evaluation.
7. Commitment to the rights of people with an intellectual disability
8. Sound administrative and computer skills.

Desirable

- Experience working with people with an intellectual disability
- Knowledge of the operation of the criminal justice system

Note

- The position involves some work outside normal business hours
- Travel within the Hunter region and at least monthly travel to Sydney is required
- The position will involve attending some initial induction in Sydney
- The appointee will be required to have satisfactory police and working with children checks. Intellectual Disability Rights Service (IDRS)

INFORMATION FOR APPLICANTS

We hope this information sheet will give you a better understanding of the Intellectual Disability Rights Service's (IDRS) recruitment and selection procedures and assist you in submitting your application.

The position

Criminal Justice Support Network Regional Co-ordinator, Hunter Region.

Applications

IDRS does not use application forms. You should apply in writing for the position, addressing the selection criteria. **If you do not address the selection criteria, you risk not being considered for the position.**

You should also include a resumé which sets out your personal details (name, address and contact details), educational qualifications, previous positions and experience, and two/three referees (names, addresses and contact details).

Closing date for applications for this position is Tuesday 27th January

Applications should be sent to
Hunter Regional Co-ordinator Application
Intellectual Disability Rights Service Inc
Suite 2c, 199 Regent Street
Redfern NSW 2016 or

E-mail: Alex@idrs.org.au

Email Applications

Email applications must be received as one (1) attachment only. This should include your cover letter, statements addressing the selection criteria and your resume. When sending your application by email, please include your name and the position you are applying for in the subject line.

Email applications that are electronically date stamped as being received before the closing time will be accepted.

Acknowledgment of applications

Email applications will be acknowledged within 48 hours. Applications sent by mail will not be acknowledged unless requested. If you would like an acknowledgment please make your request clearly visible

Short listing

The Selection Committee will make arrangements to interview short listed applicants. Letters will be sent to other applicants advising them that their applications were not successful.

Interviews

Applicants unable to attend an interview in person will generally be interviewed by telephone. For telephone interviews a conference telephone is used so all members of the Selection Committee are able to converse with the applicant. Interview panels normally comprise three or four people.

Referees

Referees of preferred applicant/s will only be checked after interviews have been conducted.

Final selection

The successful applicant will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified by letter within 14 days of the selection being finalised.

Employment Contract

The successful applicant will be sent a letter of offer of employment, outlining the terms and conditions of the position, which they will be asked to sign and return to confirm acceptance.

Retention of records

With the exception of records relating to the successful applicant, we retain personal information relating to the selection for 6 months after which all individual documents will be shredded.

EEO

IDRS is an equal opportunity employer and staff are expected to actively promote equal opportunity principles.

Smoke free environment

IDRS maintains a smoke-free working environment.

Role

Description

Title	Regional Coordinator (37 hours per week)		
Role Purpose	To coordinate the delivery, in conjunction with local disability services, of a support service for people with an intellectual disability who come into contact with the criminal justice system, including court support and support in police interviews, in the Hunter region.		
Reports To	Project Manager.		
Direct Reports	Admin support person		
Hours	37 hours per week		
Internal Relationships	<ul style="list-style-type: none"> • Chairperson • Management Committee • IDRS Members • Staff • Host agency staff 	External Relationships	<ul style="list-style-type: none"> • Clients/Service Users • Government services and/or Government Departments • Community Based Organisations • Corporations • External Network Contacts • Private Law Firms • NSW Police Service • Courts

Key Result Areas (KRA)	<ol style="list-style-type: none"> 1. Volunteer Recruitment and Support 2. Service Delivery Coordination 3. Provision of direct personal and telephone support 4. Service Development 5. Training & Resource Development 6. Reporting/Evaluation 7. Administration
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KRA	<i>Key Tasks</i>	Key Performance Indicators (KPI)
Volunteer recruitment, training and Support	<ul style="list-style-type: none"> • Recruit suitable volunteers • Organise and deliver training in consultation with Education staff, and appropriate on going support for volunteers, including de-briefing (but not trauma or crisis counseling) • Identify training and support needs of volunteers • Support volunteers to enable compliance with the policies and procedures of IDRS • Evaluate volunteer performance 	<ul style="list-style-type: none"> • Number of suitable volunteers recruited. • Number of training sessions delivered on core volunteer training program. • Programmes evaluated as useful, at an appropriate level and well presented. • Suitable methods for identifying volunteer support and training needs used. • Support to volunteers evaluated as timely and appropriate.
Service Delivery Coordination	<ul style="list-style-type: none"> • Coordinate the delivery of a support service to people with an intellectual disability who come into contact with the criminal justice system, including telephone support, court support and support in police interviews within a designated area • Compile volunteer roster • Maintain accurate up to date reporting database and files 	<ul style="list-style-type: none"> • Numbers of people with an intellectual disability who receive support evaluated as appropriate and effective • Accuracy and currency of information in database. • Effectiveness of volunteer roster.

KRA	Key Tasks	Key Performance Indicators (KPI)
Provision of direct personal and telephone support	<ul style="list-style-type: none"> • Provide limited direct personal and telephone support • Participate in after-hours on-call roster approximately one week in six 	<ul style="list-style-type: none"> • Support evaluated as appropriate and effective. • Support provided strategically, when necessary.
Service Development	<ul style="list-style-type: none"> • Identifying and developing relevant resources and networks that enhance the work of the CJSN • Assist in developing service delivery partnerships, including with local disability, Aboriginal and NESB communities and organisations • Promote service to all relevant agencies and individuals in the service delivery area • Develop and maintain systems to link people with an intellectual disability to other sources of assistance 	<ul style="list-style-type: none"> • Number of appropriate referrals. • Attendance at local networking meetings • Number of networking meetings initiated. • Increased awareness of CJSN • Number of working service delivery partnerships brokered.
Training & Resource Development, Presentation & Distribution	<ul style="list-style-type: none"> • Assist in developing training programs and resources and presenting training to relevant agencies (eg advocates, court workers, police, and other organizations) • Assist in developing and presenting training programs and resources to those providing telephone and direct support • Ensure that volunteers have access to appropriate referral materials and information 	<ul style="list-style-type: none"> • Number of training sessions evaluated as useful, at an appropriate level and well presented. • Frequency and relevance of contribution to resource development • Appropriate, up to date resource materials provided to volunteers.
Reporting/Evaluation	<ul style="list-style-type: none"> • Provide monthly service and financial reports • Participate as required in other reporting and evaluation 	<ul style="list-style-type: none"> • Accurate and timely reports provided, as required.
Administration	<ul style="list-style-type: none"> • Develop and report on individual work plans • Communicate by phone and correspondence including letters, faxes, emails 	

KRA	Key Tasks	Key Performance Indicators (KPI)
	<ul style="list-style-type: none"> • Use computers and other office equipment • Maintain petty cash • Participate in IDRS activities including team, staff and planning meetings • Attend host agency activities agreed upon with Project Manager • Ability to travel within the Hunter Region and to Sydney on a regular basis 	

Competencies:

Communication – Verbal
 Communication – Written
 Client Orientation
 Empowering Others
 Interpersonal Sensitivity
 Planning & Organising
 Stress Tolerance
 Self-Awareness
 Self-Confidence