



**Educator: 16-month contract position**  
**Applications Close: 5pm Monday 1 February 2016**

Intellectual Disability Rights Service (IDRS) is a disability advocacy service and community legal centre working to support and promote the rights of people with intellectual disability in NSW. In addition to legal advice, disability advocacy, support for people with intellectual disability in their dealings with courts and police and law and policy reform, IDRS provides a range of innovative education and training programs to advance the rights of people with disability.

We are looking for an enthusiastic and creative educator who is committed to social and legal justice for disadvantaged people to join the education team at IDRS. The educator will primarily develop and deliver education to volunteers working with our Criminal Justice Support Network and to workers in the disability sector, to develop their knowledge and skills to support people with disability in their dealings with the criminal justice system.

This position is a full time 16-month contract position with possible extension.

Following are documents to assist you in applying for this position.

- Selection Criteria – which must be covered in your application
- Background to Intellectual Disability Rights Service
- Position Description
- Information for applicants

Applications must include a resume, a statement addressing the selection criteria and contacts for 2 referees

**For more information about IDRS** visit our website [www.idrs.org.au](http://www.idrs.org.au)

**To Apply:**

**Email**

[info@idrs.org.au](mailto:info@idrs.org.au)

Include '**Educator position**' and your name in the subject line

Email applications will be acknowledged within 2 working days. If your email is not acknowledged please call 02 9318 0144 to ensure we have received it

**Mail**

**IDRS PO Box 3347 Redfern 2016**

**Enquiries:**

Ben Garcia (02) 9318 0144 if you wish to discuss the position

## **SELECTION CRITERIA – must be addressed in your application**

### Essential experience and skills

1. Demonstrated experience in the design and evaluation of adult education programs
2. Experience or demonstrated ability to deliver training via a range of formats
3. Proven ability to develop creative resources to support education
4. Sound understanding of issues affecting people with intellectual or other cognitive disability
5. Ability to communicate simply, sensitively and effectively
6. High level organisational skills
7. Demonstrated commitment to advocate for social justice for socially disadvantaged people
8. Sound administrative and computer skills

### Desirable experience and skills

- 1 Experience working with people with intellectual or other cognitive disability
- 2 Understanding and/or experience working in the criminal justice system

**NOTE:** This position may involve

- Some country and metropolitan travel within NSW
- Some after hours on-call work

### **Salary & Conditions**

Salary based on Social Community Home Care and Disability Services Level 5. Salary in the range \$64,024 - \$68,100 pa depending on years of relevant experience and skills plus 9.5% superannuation. Salary packaging is available and increases remuneration value.

## **Background Information about IDRS**

The services provided by IDRS include:

### ***Legal assistance***

Legal advice and casework provided for people with intellectual disability or others acting in the interests of a person with intellectual disability in NSW. Volunteer solicitors provide after-hours advice to people with intellectual disability who have been arrested. This operates in conjunction with the Criminal Justice Support Network.

### ***Systemic advocacy, policy and law reform***

IDRS identifies issues for law and policy reform in the interests of people with intellectual disability and advocates for change.

### ***Education***

Education and training is provided to people with an intellectual disability, their carers, advocates and service providers as well as personnel in the legal and justice systems.

### ***Criminal Justice Support Network (CJSN)***

The Criminal Justice Support Network (CJSN) is a program of IDRS that provides volunteer support persons and advocacy for people with an intellectual disability who are in contact with the criminal justice system either as victims, witnesses, suspects or defendants in criminal matters. CJSN has regional co-ordinators in Sydney, Newcastle and Wollongong

### ***Parents with Intellectual Disability – Care and Protection Project***

Legal assistance and parent advocacy and support for parents with intellectual disability in who are at risk of losing their children or are involved in care proceedings.

### ***Information***

IDRS produces a range of publications and distributes useful resources, including fact sheets, books, brochures and training materials.

### ***Funding***

IDRS receives funding from the Commonwealth Department of Social Services and NSW Department of Family and Community Services: Aging, Disability and Home Care (ADHC) (State Government). IDRS Parent's Project is funded from the Public Purpose Fund of the Law Society of NSW via Legal Aid NSW.

**Key Result Areas** for IDRS under its current strategic plan are:

- 1 Direct case work: representing people with disability and providing advice, support, and referral to assist people with intellectual disability to get the best possible outcomes when they are involved in the legal system.
- 2 Law reform and system change: improving laws, practices and policies so that the legal rights and dignity of people with an intellectual disability are protected and their needs are met.
- 3 Skilling legal and justice professionals: enabling legal and justice professionals to communicate effectively with and provide quality services to clients with intellectual disability.
- 4 Skilling people with intellectual disabilities to exercise their rights.
- 5 Strength and innovation: building a strong and vibrant organisation.

# Position Description

## Educator (Criminal Justice) Intellectual Disability Rights Service

<b>Title</b>	Educator		
<b>Role Purpose</b>	Develop and deliver Intellectual Disability Rights Service education programs. Contribute to other IDRS activities as required.		
<b>Reports To</b>	Executive Officer		
<b>Direct Reports</b>	N/A		
<b>Hours</b>	Full time 37.5 hours week		
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>□ Chairperson</li> <li>□ Board</li> <li>□ IDRS Members</li> <li>□ Staff</li> </ul>	<b>External Relationships</b>	<ul style="list-style-type: none"> <li>□ Clients/Service Users</li> <li>□ People with intellectual disability</li> <li>□ Government services and/or Government Departments</li> <li>□ Community Based Organisations</li> <li>□ External Network Contacts</li> </ul>

- Design & Development
- Delivery & Evaluation
- Information & Service Promotion
- Staff Support
- Develop and maintain consultation pathways
- After hours on-call roster
- Administration

<b>KRA</b>	<b>Key Tasks</b>
Design and Develop education programs	<ul style="list-style-type: none"> <li>□ Design and develop education programs and training packages focused on training volunteers working with IDRS' Criminal Justice Support Network.</li> <li>□ Design and develop education programs and training packages as part of IDRS role in the Disability Justice Project (DJP) training for disability sector workers. Education focus is to develop understanding and skills to work effectively people with disability in their dealings with the justice system.</li> <li>□ Develop and maintain educational resources</li> <li>□ Ensure that content, materials and presentation format of education programs are up-to date and suitable for the target audience</li> <li>□ Prepare and continuously improve training programs and packages</li> <li>□ Maintain copies of training programs and relevant resources</li> <li>□ Collaborate with other organisations to develop and promote training programs.</li> </ul>
Delivery & Evaluation Education Programs	<ul style="list-style-type: none"> <li>□ Deliver education programs and facilitate workshops for new and current volunteers working with our Criminal Justice Support Network</li> <li>□ Design and deliver training for disability sector workers</li> <li>□ Ensure education content promotes the rights of people with intellectual disability and meet the needs of participants</li> <li>□ Conduct structured evaluation to assess and improve the effectiveness of training programs</li> <li>□ Work with Co-educator(s) who have lived experience of disability and other IDRS staff in the development and delivery of education sessions</li> </ul>
Information & Service Promotion	<ul style="list-style-type: none"> <li>□ Implement promotional strategies to enhance community awareness of the work of IDRS and rights of people with intellectual disability</li> <li>□ Contribute to the design, development and update of training resources and publications e.g. pamphlets, booklets, social media, on-line resources</li> <li>□ Provide information about the work of IDRS and rights of people with intellectual disability</li> </ul>

Staff Support and Development	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide support and on-going skill development to Co-educators (educators with a disability)</li> <li><input type="checkbox"/> Work with Co-educators to prepare for training sessions</li> <li><input type="checkbox"/> Assist other staff in planning and providing training</li> </ul>
Develop and maintain IDRS consultation pathways	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult and collaborate with relevant stakeholders in the design and delivery of education programs.</li> <li><input type="checkbox"/> Consult with people with intellectual disability in the design and delivery of education programs</li> <li><input type="checkbox"/> Work closely with IDRS partners in the Disability Justice Project</li> </ul>
After hours on-call	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in after-hours roster via mobile phone to take incoming requests for support persons for people with intellectual disability who are in police custody 3-4 days a month. Full training provided.</li> </ul>
Administration	<ul style="list-style-type: none"> <li><input type="checkbox"/> Respond to incoming calls</li> <li><input type="checkbox"/> Up-date training database, client data bases and other records</li> <li><input type="checkbox"/> Word processing, general administrative tasks to support training</li> <li><input type="checkbox"/> Contribute to policies and procedures for the organisation</li> <li><input type="checkbox"/> Develop and report on individual work plans</li> <li><input type="checkbox"/> Participate in staff meetings and planning sessions</li> <li><input type="checkbox"/> Submit timesheets, leave forms and expense forms as required</li> </ul>

# INFORMATION FOR APPLICANTS

The following information explains IDRS recruitment and selection procedures

## **Applications**

IDRS does not use application forms. Please apply in writing addressing the selection criteria. **If you do not specifically address the selection criteria, you may not be considered for the position.**

Please include a **resumé** which sets out your personal details and contacts, qualifications, previous positions and experience, and three referees with their contact details.

## **Acknowledgment of applications**

IDRS acknowledges emailed applications. If you do not receive acknowledgement of an emailed application within 2 working days please call IDRS to confirm receipt of application

## **Short listing**

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

## **Interviews**

Interviews will be conducted shortly after the close of applications.

## **Referees**

Referees of preferred applicant/s will 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 email or letter.

## **EEO**

IDRS is an equal opportunity employer. Staff are expected to apply equal opportunity principles.

**Aboriginal and Torres Strait Islander people are encouraged to apply for this position**