



**Co-ordinator- Justice Support**  
**Part time position 67.5 hours per fortnight (9 day fortnight)**  
**Applications Close: Monday 16 April 2018 at 5pm**

IDRS is a disability advocacy service and community legal centre working to make rights real for people with intellectual disability in NSW. IDRS provides legal advice, disability advocacy and support for people with intellectual disability in their dealings with courts and police. IDRS also does law and policy reform work. In addition, IDRS provides individual NDIS advocacy and appeals support and a range of education and group programs for people with intellectual disabilities and others who can help to make their rights real.

Justice Support organises supports for people with intellectual disability who are involved in the criminal justice system, whether that be as a defendant, victim or witness. Support is provided at police stations, legal appointments, court houses and from correctional centres for people appearing at court via video link.

The position of 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 justice support service operates 7 days a week between 9am and 10pm and requires that the position holder be available to be rostered on during these hours approx. 7 days every 8 weeks. An on-call allowance rate is paid for this and time in lieu is accrued for any work done after hours.

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

- Selection Criteria – which must be covered in your application
- Background to IDRS
- Information for applicants

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

**People with disability and Aboriginal and Torres Strait Islander people are encouraged to apply**

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

**To Apply:**

**Email** [kwatson@idrs.org.au](mailto:kwatson@idrs.org.au)

Include '**Justice support co-ordinator 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

**Enquiries:** Kelly Watson (02) 9318 0144 or if you wish to discuss the position

**Applications close at 5pm on Monday 16 April 2018 at 5pm**

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

**Essential experience, knowledge and skills**

1. Experience working with people with intellectual or other cognitive impairment
2. Demonstrated ability to advocate persistently to achieve best outcomes for disadvantaged people
3. Understanding of issues impacting people with intellectual impairment in the criminal justice system
4. Ability to coordinate, support and motivate a volunteer network to provide a high quality service
5. Excellent interpersonal communication including demonstrated ability to communicate complex information simply and effectively to people with intellectual impairment
6. Sound knowledge of disability and mainstream service systems and ability to make effective referrals
7. Proven ability to work independently in a small team environment

**Desirable**

- Understanding of the operation of the criminal justice system

**Note**

- The appointee will be required to have satisfactory police and working with children checks

## POSITION DESCRIPTION

<b>Title</b>	Coordinator 67.5 hours per fortnight (9 day fortnight)		
<b>Role Purpose</b>	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.		
<b>Reports To</b>	Justice Support Manager		
<b>Direct Reports</b>	Admin support person		
<b>Hours</b>	67.5 hours per fortnight		
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Chairperson</li> <li>• Management Committee</li> <li>• IDRS Members</li> <li>• Staff</li> <li>• Host agency staff</li> </ul>	<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Clients/Service Users</li> <li>• Government services and/or Government Departments</li> <li>• Community Based Organisations</li> <li>• Corporations</li> <li>• External Network Contacts</li> <li>• Private Law Firms</li> <li>• NSW Police Service</li> <li>• Courts</li> </ul>

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

<b>KRA</b>	<b>Key Tasks</b>	<b>Key Performance Indicators (KPI)</b>
	designated area <ul style="list-style-type: none"> <li>• Compile volunteer roster</li> <li>• Maintain accurate up to date reporting database and files</li> </ul>	
Provision of direct personal and telephone support	<ul style="list-style-type: none"> <li>• Provide limited direct personal and telephone support</li> <li>• Participate in after-hours on-call roster approximately one week in eight</li> </ul>	<ul style="list-style-type: none"> <li>• Support evaluated as appropriate and effective.</li> <li>• Support provided strategically, when necessary.</li> </ul>
Service Development	<ul style="list-style-type: none"> <li>• Identifying and developing relevant resources and networks that enhance the work of the JS</li> <li>• Assist in developing service delivery partnerships, including with local disability, Aboriginal and CALD communities and organisations</li> <li>• Promote service to all relevant agencies and individuals in the service delivery area</li> <li>• Develop and maintain systems to link people with an intellectual disability to other sources of assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Number of appropriate referrals.</li> <li>• Attendance at local networking meetings</li> <li>• Number of networking meetings initiated.</li> <li>• Increased awareness of JS</li> <li>• Number of working service delivery partnerships brokered.</li> </ul>
Training & Resource Development, Presentation & Distribution	<ul style="list-style-type: none"> <li>• Assist in developing training programs and resources and presenting training to relevant agencies (eg advocates, court workers, police, and other organisations)</li> <li>• Assist in developing and presenting training programs and resources to those providing telephone and direct support</li> </ul>	<ul style="list-style-type: none"> <li>• Number of training sessions evaluated as useful, at an appropriate level and well presented.</li> <li>• Frequency and relevance of contribution to resource development</li> <li>• Appropriate, up to date resource materials provided to volunteers.</li> </ul>

<b>KRA</b>	<b>Key Tasks</b>	<b>Key Performance Indicators (KPI)</b>
	<ul style="list-style-type: none"> <li>• Ensure that volunteers have access to appropriate referral materials and information</li> </ul>	
Reporting/Evaluation	<ul style="list-style-type: none"> <li>• Provide monthly reports</li> <li>• Participate as required in other reporting and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely reports provided, as required.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Develop and report on individual work plans</li> <li>• Communicate by phone and correspondence including letters, faxes, emails</li> <li>• Use computers and other office equipment</li> <li>• Participate in IDRS activities including team, staff and planning meetings</li> <li>• Attend host agency activities agreed upon with Manager</li> </ul>	

**Competencies:**

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

## **Background Information about IDRS**

### **Our vision**

Equal rights and justice for people with intellectual disability

### **Our purpose**

We are a disability advocacy service and a community legal centre. We work alongside people with disability to promote and protect their rights.

### **Our values**

JUSTICE – what we seek

RESPECT – what we give

PERSISTENCE – how we do it

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 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. Peer support and group work is facilitated for people with intellectual disability. The education team also provides individual casework to clients wanting to access the NDIS.

#### ***Justice Support (JS)***

The JSN 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. JS has coordinators in Sydney, Newcastle and Wollongong and an outreach coordinator working out of our Redfern office.

#### ***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 (ADHC). IDRS Parent's Project is funded from the Public Purpose Fund of the Law Society of NSW via Legal Aid NSW.

## **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 **resume** which sets out your personal details and contacts, qualifications, previous positions and experience, and two 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. Emails 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 and people with a disability are encouraged to apply for this position**



