



## **Educator (Adults)**

**7 month contract position - possible extension**  
**Applications Close: 10am Monday 10 April 2017**

Intellectual Disability Rights Service (IDRS) is a disability advocacy service and community legal centre working to ***make rights real*** for people with intellectual disability in NSW.

IDRS is looking for an enthusiastic and innovative educator to join our education team. We need someone who is committed to social and legal justice for disadvantaged people. The educator will design and deliver education programs through a variety of formats to volunteers working with our Criminal Justice Support Network, workers in the community and disability sectors and people with intellectual disability.

The primary focus of this position is developing knowledge and skills of volunteers and workers to support people with disability in contact with the criminal justice system as victims or defendants. The work will also include group education with people with disability.

This is a full time fixed term position for 7 months, possible extension depending on funding.



Aboriginal and Torres Strait Islander people are encouraged to apply

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

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

Applications must include resume, statement addressing the selection criteria and 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' & 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 or 0427 462 208

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

### Essential experience and skills

1. Demonstrated experience in design and evaluation of adult education programs
2. Experience in delivering training via a range of formats including face to face, webinar, on- line
3. Qualifications in education and/or social sciences
4. Proven ability to develop creative resources to support education
5. Demonstrated commitment to achieving for social justice for disadvantaged people
6. Sound understanding of issues affecting people with intellectual or other cognitive disability
7. Ability to communicate simply, sensitively and effectively
8. High level organisational skills

### Desirable experience and skills

- 1 Experience working with people with intellectual or other cognitive disability
- 2 Understanding of the criminal justice system

**NOTE:** This position will involve

- Some country and metropolitan travel within NSW
- Some after hours on-call work (4 evenings or 3 days per month )

### **Salary & Conditions**

Salary based on Social Community Home Care and Disability Services Level 5. Salary range \$66,749 - \$70,746 pa depending on experience and skills + 9.5% superannuation. Salary packaging is available and increases remuneration value.

# Position Description

## Educator Intellectual Disability Rights Service

<b>Title</b>	Educator		
<b>Role Purpose</b>	Develop and deliver IDRS education programs. Contribute to other IDRS activities as required.		
<b>Reports To</b>	Team Leader Education and group programs		
<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 & Develop Education programs
- Deliver & Evaluate Education
- Information & Service Promotion
- Staff Support
- Develop and maintain consultation pathways
- After hours on-call roster
- Administration

Key Result Area	Key Tasks
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>• facilitate small group learning opportunities with people with intellectual disability</li> <li>• Create and maintain information and education 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>
Deliver & Evaluate 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>• Deliver training to disability sector workers</li> <li>• Ensure education content promotes IDRS goal of making rights real for people with intellectual disability and meet the needs of participants</li> <li>• Ensure 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> <li>• Facilitate group learning with people with intellectual disability</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>• Support on-going skill development of Co-educators (educators with a disability)</li> <li>• Work with Co-educators to prepare for training sessions</li> <li>• Assist other staff to plan and provide training</li> </ul>
Develop and maintain IDRS consultation pathways	<ul style="list-style-type: none"> <li>• Consult and collaborate with relevant stakeholders in the design and delivery of education programs.</li> <li>• Consult with people with intellectual disability in the design and delivery of education programs</li> <li>• Work closely with IDRS partners in the delivery of the Disability Justice Project</li> </ul>
Training coordination	<ul style="list-style-type: none"> <li>• Coordinate the delivery of training sessions which are the responsibility of IDRS as part of the Disability Justice Project.</li> </ul>
After hours on-call	<ul style="list-style-type: none"> <li>• Participate in after-hours on-call roster via mobile phone to take incoming requests for support persons for people with intellectual disability who are in police custody. This would involve 3-4 evenings/days per month. Full training provided.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Respond to incoming calls</li> <li>• Up-date training database, client data bases and other records</li> <li>• General administrative tasks to support training</li> <li>• Contribute to policies and procedures for the organisation</li> </ul>

## About IDRS

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

IDRS works to *make rights real* for people with intellectual disability.

Our core values

Justice	<i>what we aim for</i>
Respect	<i>what we give</i>
Persistence	<i>how we do it</i>

## Our key activities

### ***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 & peer support***

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. IDRS also facilitates peer support networks for people with intellectual disability.

### ***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***

This program delivers legal assistance, advocacy and support for parents with intellectual disability who are at risk of losing their children or are involved in care proceedings.

### ***Information***

IDRS produces a range of information and training resources including fact sheets, books, brochures, videos,

### ***Funding***

IDRS current government funding is from the Commonwealth Department of Social Services and NSW Department of Family and Community Services. 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**

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** setting out your personal details and contacts, qualifications, previous positions and experience, and two referees with their contact details.

### **Acknowledgment of applications**

IDRS will acknowledge 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. *We anticipate that interviews will be toward the end of the week commencing 17 April 2017*

### **Referees**

Referees will be contacted after interviews have been conducted.

### **EEO**

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

