

POSITION DESCRIPTION

Position:	Facilitator Building Community Networks (BCN)
Reports to:	Building Community Networks (BCN) Manager
Status:	This is a Consultancy or sub-contractor role
Hours:	This can vary but averages to approximately 52 hours per annum per Circle of Support. We are requesting at least a 12-month commitment
Rate:	To be discussed on enquiry
Location:	Facilitation will take place in a location of the focus persons choosing e.g. at their home or community venue; or via Zoom as required. This position will require travel to a variety of locations in Eastern, Southern, North/West regions and CBD of Melbourne.

People with disabilities and their family members who meet the selection criteria are encouraged to apply.

About Belonging Matters

Belonging Matters is a not-for-profit organisation that is led by people with a disability and families. It was established in 2003 to challenge the systemic exclusion of people with a disability. It does this by providing a range of capacity enhancing resources, learning opportunities, information and advisory services for people with disabilities, families and professionals interested in belonging, community and social inclusion.

Our vision is “A community strengthened by the inclusion of all”. Our mission is to inspire, educate and build the capacity at the grass roots to assist people with disabilities to live valued lives in the community. Our aim is to empower people with a disability and their families, deepen knowledge and skills, create change and encourage people with a disability to live full, meaningful and inclusive lives in the community.

Background to the Position

Building Community Networks is an initiative of Belonging Matters. It's based on two concepts, Circles of Support and Roles Based Practice.

Over 25 years ago, the idea of Circles of Support originated in Canada and since then have been used widely in many countries as an idea and practice to intentionally invite people to come together in friendship and support of a person with a disability. Circles of Support harness the goodwill, knowledge and connections of community members rather than viewing the person as a service recipient. They can also be a useful safeguard for the future.

Roles Based Practice assists in enabling, establishing, enhancing and maintaining valued social roles for people who are often marginalised and not afforded the same opportunities as other citizens in

the community to pursue employment, career pathways, a home of their own, civic contribution, study, personal growth, friendships, spirituality, purpose and well-being. Roles Based Practice is an approach that combines the most beneficial components of person-centred practice to the critical thought base associated with Social Role Valorisation and to practices for improving social status, social inclusion and employment outcomes for people with a disability (Scott Ramsey, 2007).

Purpose of Position

To provide well informed facilitation of Circles of Support that is guided by Roles Based Practice to enable people with a disability (together with their families) to build full, meaningful and inclusive lives in the community.

Organisational Relationships

Reports to: Building Community Networks Manager

Internal relationships: CEO, Book keeper, Belonging Matters staff.

External relationships: People with a disability (focus person) and their families/supporters

Key Responsibilities

For this Position

- To facilitate and build the capacity of the focus person and the Circle of Support so that it enables the focus person to:
 - Identify a unique vision for a full, meaningful and inclusive life,
 - Develop positive and valued roles and relationships in the community based on their interests, abilities and passions (typical of any other citizens),
 - Develop their abilities, relationships and safeguard the future,
 - Discern individual's needs and analyse how these needs may be met through informal responses and generic community resources,
 - Make informed decisions and direct their own life with the necessary supports,
 - Identify possible implementation solutions that create alternatives to segregated, special or congregated services.
- To forge positive, respectful and strong relationships with people with a disability, families and allies.
- Ensure the focus person is respected and empowered to have say so over their Circle of Support and life.

Responsibilities of all Belonging Matters' staff

To contribute to the provision of quality services which reflect the vision, mission, principles and objectives of Belonging Matters. The person is required to demonstrate initiative and work as an enthusiastic team member within the service's routines, policies and procedures, keeping in mind the overall objectives of Belonging Matters.

To adhere to the “Belonging Matters’ Consultants Employment Agreement”, organisational policies and procedures and Occupational Health and Safety policies and practices (including COVID Safe practices). Attend and contribute to training and development activities organised by Belonging Matters as requested.

Key Selection Criteria

Qualifications

- A qualification or significant experience in community development, disability or similar will be highly regarded.

Experience

- An unambiguous and demonstrated commitment to the rights, empowerment and social/economic inclusion of people with a disability,
- Demonstrated ability and experience in assisting people with a disability and their families; to:
 - Build their own capacity,
 - Individualise/personalise supports,
 - Pursue typical pathways that are available to other citizens,
 - Develop valued roles and become socially included and contribute to their community,
 - Build a range of supports including natural/unpaid and paid supports,
 - Vision-build and plan,
 - Build on their own strengths and abilities,
 - Self- direct their own lifestyle,
 - Build safeguards and reduce vulnerabilities and marginalisation
- Demonstrated experience as a facilitator, group work and public speaking,
- Demonstrated ability to facilitate creatively and in a way that includes everyone
- A demonstrated high level of communication and negotiation skills enabling positive and effective working relationships in a variety of situations, especially with people with a disability and families.
- A demonstrated ability to introduce new ideas/concepts and to positively influence change.
- Highly motivated and demonstrated leadership skills.
- Understanding of, and a commitment to, the vision and goals of Belonging Matters
- A demonstrated ability to effectively organise and co-ordinate multiple tasks.
- A demonstrated ability to effectively manage a variety of situations.
- A demonstrated ability to manage own time effectively and efficiently and to be able to work with minimal supervision.
- A demonstrated ability to analyse problems and devise creative and effective strategies to address such.
- A demonstrated ability to produce inclusive outcomes for people with a disability i.e. assist people to become included in their community and pursue typical pathways such as education, employment, leisure, civic roles, home tenancy etc and produce outcomes in this regard

- A demonstrated ability to empower people with a disability and lead a life that is personally meaningful and fulfilling.
- An understanding of, and ability to, manage within a budget

Knowledge

- Sound knowledge of the barriers and challenges that people with intellectual disabilities face and the strategies to overcome such barriers/challenges,
- Sound knowledge of relevant theories and guiding principles relating to the inclusion of people with disability such as the United Nations Convention on the Rights of Persons with a Disability (UNCRPD); Social Role Valorisation (SRV); Roles Theory; Community Inclusion/development; Person Centred Practice,
- Understanding the needs of people with intellectual disability/Autism and families,
- Sound knowledge of authentic person-centred practice, community inclusion, empowerment and genuine innovation
- Basic computer packages and invoicing
- Knowledge of Equal Employment and Occupational Health and Safety legislation and practices, and
- Understanding of, and a commitment to, the vision and goals of Belonging Matters

Interpersonal Qualities

- Uphold positive values towards and relate well with people who have a disability, families and others,
- A friendly disposition and ability to work harmoniously and positively with all people with a professional approach to service delivery,
- Ability to work autonomously but respectfully liaise with BCN Manager and others involved
- The ability to lead confidently and positively by bringing others alongside,
- Creative thinking and the ability to enhance the lives of people with a disability,
- Ability to solve problems and accept feedback positively,
- Enthusiastic, energetic and focused on assisting people with a disability to work towards positive, socially inclusive outcomes.

Other

- A current Victorian driver's license (desirable but not essential).
- A current Victorian Police Check and Working with Children Check
- An ABN (Australian Business Number)
- Capacity to work with groups online and/or face to face (based on Covid-19 policy)

Application Process or for Further Information

For further information or to apply for the above position please contact Teresa Micallef, Belonging Matters BCN Manager: email facilitator@belongingmatters.org

Please send a letter of introduction that explains why you wish to apply for the role as a Facilitator of Circles of Support.

Please answer these 4 questions;

1. What experience do you have in the facilitation of groups?
2. What experience, knowledge and/or training do you have in the application of Social Role Valorisation and/or Roles Based Practice?
3. What experience do you have in working alongside people with disabilities and their families?
4. How would you describe your values in relation to this role?

Please send the answers to these questions (no more than 2 pages typed) with your Letter to Teresa by close of business **Tuesday 15th February 2022**

To be completed following engagement

I have read this document and confirm that I understand the responsibilities of this position.

Consultant Signature:

Date:

Witness

CEO Signature:

Date: