

JOB PACKAGE: ARMIDALE LINKER

Pathfinders Ltd

July 2018



ABOUT ABILITY LINKS NSW

Ability Links NSW (ALNSW) is the NSW approach to local area coordination for people with disability and is a critical component of the NSW transition to person-centred and individualised funding arrangements. The program will improve the way people with disability, their families and carers in NSW are supported by placing them at the centre of decision making.

The program will be delivered through coordinators known as 'Linkers' and 'Peer Linkers', who will be a locally based first point of contact.. They will be available by phone, in person, online and located/based in mainstream community spaces. Linkers will work with people with disability and their families to:

- build their own plans for the future
- build their strengths, skills and confidence, supporting them to achieve their goals by building new networks and accessing support and services in their communities, to do what they want with their lives, and
- work alongside communities and mainstream services, supporting them to become more welcoming and inclusive.

ALNSW is fully established and will comprise a network of 248 Ability Links Coordinators, known as Linkers, across the state, including 27 Aboriginal Linkers.

Pathfinders Ltd is a member of North West Alliance, a partnership of community based organisations that will deliver 31 Linkers in northern NSW and 24 Linkers in western NSW. Linkers will be available to people with disability, their families and carers across the whole Far North Coast region. 6.5 Linkers will be available to people with disability in 2017 in northern new England/north west NSW, with Pathfinders Ltd office locations in Armidale , Tamworth, Inverell, Glen Innes and Moree. Linkers will be available via telephone, in person, via outreach and online.

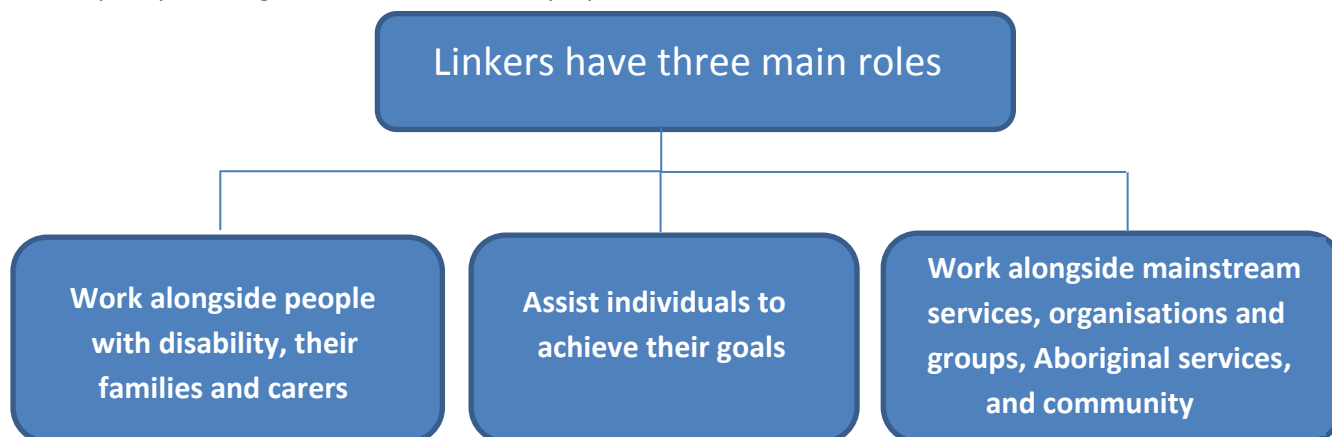
ROLE PROFILE

PURPOSE OF THE POSITION

Linkers are key to effective ALNSW program delivery as part of the NSW Government's plan to reshape and improve the way people with disability, their families and carers in NSW are supported by placing them at the centre of decision making. Linkers will provide a locally based first point of contact designed to improve access and engagement in local community, mainstream services and disability services, where necessary. Linkers will work with people with disability, their families and carers across the regions to help them plan for the future, build on their strengths and skills and to develop networks in their own communities to do what they want with their lives, outside the traditional disability service system.

Linkers also work with local communities to help them become more welcoming and inclusive of people with disability. Ability Links differs from traditional case management with its emphasis on working alongside people with a disability, rather than for them.

Linkers may be people who have extensive experience in community networking, organising and enablement. They may be people who have extensive volunteering experience, or have experience in other areas of human services including youth work, community development, community capacity building, education, health, employment and other mainstream services.



Linkers will ensure their work is undertaken within the values of the Pathfinders organisation and in accordance with the policies, procedures, aims and objectives of Ability Links.

Linker position is located in Armidale.

Applications for Linker position Armidale will close on Friday 24 August 2018 at 5pm.

POSITION SPECIFICATIONS

Position title	Ability Links Linker
Business unit / program	Ability Links
Employment status	Full time position available
Location	Armidale
Hours per week	38 hrs full time designation.
Reports to	Ability Links Program Coordinator
Probationary period	Six months from date of employment
Award, Level and Pay Range	Social Community Home Care and Disability Services Industry Award 2010, Level 4 (transitional remuneration schedule)

SALARY PACKAGING IS AVAILABLE

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|-----------------------------------|--|
| Key internal relationships | <ul style="list-style-type: none"> • Senior Manager Children and Family Services. • Ability Links Program Coordinator • North West Alliance Program Manager (and Interim Program Manager) • Linkers and Peer Linkers in the New England and North West region Ability Link s Program • Other Pathfinders Programs staff |
| Key external relationships | <ul style="list-style-type: none"> • People with disabilities, their families and carers • Key stakeholders including: mainstream community service providers, community groups, businesses, other government departments and NGOs, housing, education, employment, |

recreation, sports, transport and social organisations and groups, and specialist disability service providers

- Linkers and Peer Linkers across NSW
- Community Reference Group members

KEY RESPONSIBILITIES

Effective Communication

- Provide accurate, relevant and timely information to individuals, families, carers and communities
- Engage with individuals, families and carers to identify their goals, strengths and needs, and plan for the future
- Assist individuals, families carers and communities to access information through a variety of means
- Actively support positive partnerships between individuals, families carers, local organisations and the broader community to build more inclusive, welcoming and accessible communities
- Participate in forums and information sharing activities as required
- Actively promote the program and its innovative approach to social inclusion
- Practice intentional language, appreciative inquiry and curious questioning coupled with highly effective listening skills

Apply person centred approach to enhance community engagement opportunities

- Work in way which acknowledges hopes, fears and aspirations and provides pathways to success
- Facilitate an environment where a person can articulate their goals and what they want and the strategies they can use to get there.
- Focus on effort and acknowledge all achievements, be they great or small.
- Raise community awareness, focus on community priorities and shared stories.
- Establish connections with community and build positive and effective relationships and networks
- Facilitate participation in a range of activities
- Adopt a flexible, innovative approach to community engagement
- Work collaboratively with individuals, agencies and the broader community to enhance and establish long term networks of engagement
- Develop a sound understanding of the key issues in the local area to inform planning
- Participate in community driven education and development projects
- Build and maintain a current working knowledge of local community activities, groups and events

Flexibility, team work skills, and creative problem

- Focus on innovation and creativity to achieve desired outcomes
- Contribute to team activities and actively participate in internal

solving

meetings and workshops

- Work in a manner which strengthens peer support networks and shared learning opportunities
- Maintain flexible work hours to effectively meet community engagement opportunities
- Flexible, innovative and lateral thinking to overcome barriers and adapt to change

Effective use of Administrative and IT resources

- Maintain administrative records as required
- Provide data as requested for reporting or evaluation purposes
- Compose correspondence, letters of support as required
- Use IT resources to research engagement opportunities

Supervision and Professional Development and professional boundaries

- Actively participate in individual supervision
- Identify professional development opportunities
- Continuously improve performance and practice
- Participate in professional development and training as requested or identified by your supervisor
- Maintain professional boundaries and healthy work life separation

SELECTION CRITERIA

The ideal candidate will be a motivated team player with a sound understanding of social inclusion principles. They will be creative, a skilled communicator, be committed to addressing barriers to social inclusion, willing to work flexible hours and travel across the region occasionally.

NOTE: Applicants for the position **must** address the following criteria.

EXPERIENCE AND SKILLS

1. Well-developed communication, interpersonal and negotiation skills.
2. Well developed team work skills and the ability to communicate sensitively and effectively with all people.
3. Extensive community networks in the Armidale community and Region.
4. Demonstrated flexibility, enthusiasm, creativity and problem solving capacities
5. Demonstrated experience in engaging with supervisors and your team / other staff
6. Experience in community development and community capacity building
7. IT competency, including the use of Microsoft Office programs.

KNOWLEDGE AND QUALIFICATIONS

8. A general understanding of social inclusion, the enabling factors and barriers to social inclusion for people with disability, their families and carers
9. An understanding of or willingness to gain an understanding of person centred practice and assets based community development.

MANDATORY CREDENTIALS

The successful applicant must have the following mandatory credentials:

- Current NSW Driver's License
- Current Police Record Check and Working with Children Check

Enquiries

Position Enquiries – Brett Pischke Ability Links Coordinator phone: 0459 141 755,

(02) 6720 8813 or email: BrettP@pathfinders.ngo

Application Enquiries –Human Resources Department: (02) 6771 1527 or email:

hr@pathfinders.ngo

Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.

- The names and phone numbers of two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR
 3. Place application in an envelope marked "Confidential" and post to:

Human Resources Manager

Pathfinders

87A Beardy Street

ARMIDALE NSW 2350

Applications must be received by close of business Friday 24 August 2018.

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.