

POSITION DESCRIPTION

Position Title:	Independent Lives Facilitator
Business Unit:	Pathways
Business Division:	Community & Pathways
Reports To:	Operations Manager Independent Lives
Classification:	Victorian Disability Services (NGO) Agreement – Level -3
Date Prepared/Updated:	January 2022

The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

genU Community & Pathways is a division of genU which provides a range of services and supports to people with disabilities including Business Enterprises, Support Coordination, Participate, Support Coordination, Home Care Packages, Community Participation, Pathways and Childcare and Kindergarten. genU are a registered disability provider supplying services throughout Victoria and South Australia.

Independent Lives is a division of the Pathways branch. Independent Lives is a capacity building support that assists participants to assess the areas of life that they would like to develop to improve daily living and connections to community.

Position Purpose

The core purpose of the position of Independent Lives Facilitator is:

1. Assist people with a disability or mental health diagnosis with a range of capacity building supports that assist to increase their independence within their home, community and other settings.
This may include but not be limited to:
 - assistance with obtaining accommodation and maintaining tenancy obligations,
 - independent living skills,
 - development of social skills to overcome isolation and increase connections to community,
 - assistance with strategies to overcoming barriers that limit independence.
2. Ensure that clients are supported to achieve the capacity building goals in their plan.
3. Use active support strategies for people with a disability and recovery-based practice in the provision of supports
4. Build good relationships with the community and a range of both internal and external stakeholders that facilitate opportunities for inclusion for people with a disability
5. Liaise with key stakeholders including the NDIA and allied health professionals regarding the provision of services offered and delivered by Independent Lives
6. Maintain, update and review participant outcomes including file notes and reports.
7. Maintain appropriate documentation and records in the Carelink database and other areas as required.

Key Accountabilities of Role

- Assist people with a disability or mental health diagnosis with a range of capacity building supports that assist to increase their independence within their home, community, and other settings.
- Assist participants to develop and implement a skills development plan utilising allied health and other support profession recommendations where applicable.
- Assist participants to identify their own unique strengths and provide support to overcome challenges and barriers which impact their life
- Ensure that clients are supported to achieve the capacity building goals in their plan.
- Use active support for people with a disability and recovery-based practice in the provision of supports
- Build good relationships with the community and a range of both internal and external stakeholders that facilitate opportunities for inclusion for people with a disability and mental health diagnosis
- Liaise with key stakeholders including the NDIA and allied health professionals regarding the provision of services offered and delivered by Independent Lives
- Maintain, update and review participant outcomes including file notes and reports.
- Maintain appropriate documentation and records in the Carelink database and other areas as required.
- Provide guidance to other team members regarding participants goals and support directions and requirements.
- Respect client's choice and control
- Prioritise, manage, and administer a caseload and tasks in a coordinated, efficient, and timely manner

	<ul style="list-style-type: none"> • Attend and participate in relevant meetings and supervision sessions • Engage in professional development activities identified through supervision • Demonstrate ability to work autonomously and part of a team. • Demonstrate reliability, punctuality, and professionalism in all work-related tasks • Adhere to all genU policy, procedures, and guidelines • Other duties as directed by Manager (your manager will engage in a discussion with you regarding any alternate tasks you may be asked to undertake).
Key Working Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Pathways Branch staff and Managers • Participants family members and carers • Other internal and external stakeholders • Support Coordinators (internal and external) <p>External:</p> <ul style="list-style-type: none"> • Local Area Coordinators, NDIA and NDIS • Allied Health Professionals • Participants • Participants family members and carers <p>Member of: Community & Pathways</p>
Key Selection Criteria & Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum Certificate IV in Disability or Mental Health, or other qualification relevant to the field of human services • Proven experience working with people with a disability or mental health diagnosis • Experience delivering person centred, strength based and/or recovery-oriented models of service • Ability to network with local service providers • Well-developed interpersonal and communication skills • Exceptional organizational, technology and administrative ability. • NDIS Screening Workers Check • NDIS Worker Orientation Module Certificate of Completion <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working in the NDIS environment
Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally</p>

	and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.
General Information:	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p> <p>It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.</p> <p>genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life and family needs.</p>