

Ability Linker

Position Description

Position Title	Ability Linker
Responsible Council	Maitland/Newcastle Central Council
Reports To <i>Managerial responsibility</i>	Ability Links Team Leader
Base Location	There are 35 Ability Linkers positions available across the local government areas of: Newcastle, Maitland, Lake Macquarie, Gosford, Wyong, Cessnock, Port Stephens, Dungog, Singleton, Muswellbrook and Upper Hunter Shire.
Primary position objective	<p>Ability Linkers will work within the local community to assist people with disability, their families and carers to be valued and active members of their community. Linkers will provide a locally based first point of contact designed to improve access to, and engagement in, local community, mainstream services and disability services, where necessary. Linkers will work with local communities to facilitate social and economic inclusion of people with disability.</p> <p>Linkers will ensure their work is undertaken within the philosophy of the St Vincent de Paul Society and in accordance with the policies, procedures, aims and objectives of Ability Links.</p>

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post- Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Service Overview

Ability Links NSW (ALNSW) is a key foundation in 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. ALNSW is one of a number of decision-support resources available to assist people with disability. ALNSW works within local communities to assist people with disability, their families and carers to be valued and active members of their community. ALNSW works with communities to facilitate social and economic inclusion of people with disability. This is a service of the St Vincent de Paul Society, and forms part of the NSW governments contribution to the National Disability Insurance Scheme.

Duties and Responsibilities

Major Responsibilities

The Ability Linker is responsible for working with people with disability, their families and carers to help plan for the future, build on their strengths and skills and develop networks in their own communities to do what they want with their lives outside the traditional disability service system. This includes:

Coordination and Planning

1. Developing and maintaining effective working relationships with individuals, families, carers and communities in a local area;
2. Providing accurate, relevant and timely information to individuals, families, carers and communities in a local area;
3. Assisting individuals, families, carers and communities to access information through a variety of means;
4. Engaging with individuals, families and carers to identify their goals, strengths and needs, and plan for the future;
5. Supporting individuals, families and carers to gain the skills, confidence and expertise required to plan for the future;
6. Supporting individuals, families and carers to identify personal and local community networks to develop necessary supports and solutions to meet their goals and needs;
7. Assisting individuals, families and carers to access supports and services in their local area that they need to pursue their identified goals and needs.

Community Development

1. Actively supporting positive partnerships between individuals, families, carers, local organisations and the broader community to build a more inclusive, welcoming and accessible community;
2. Developing a sound understanding of the key issues for people with disabilities in the local area to inform planning and policy development;

3. Actively participating in and contributing to the local community, including community-driven education and development;
4. Building and maintaining a current working knowledge of local community supports and services

Administration

1. Organising and maintaining administrative records;
2. Ensuring proper records are maintained via use of endorsed data system;
3. Providing data for reporting purposes and responding to requests for information;
4. Preparing submissions and correspondence as required.

Professional Development and Supervision

Participating in an approved supervision and performance development process and undertaking ongoing training and development relevant to the position

Program contribution

1. Contributing to local team activities and participating in internal meetings and workshops
2. Participating in local, regional and statewide forums and information sharing activities as required to support the ongoing development of the Ability Links NSW Program.

Essential Criteria

- Relevant experience or qualifications in human services or community development
- Highly developed communication, interpersonal and negotiation skills
- Ability to apply a person-centred approach to service provision, social inclusion and community development principles
- Demonstrated ability to work independently and within a team environment
- Excellent organizational and multi-tasking skills
- Experience or understanding of the benefits of involving people with disability in mainstream community
- Awareness of the impact of disability upon individuals, families, carers and the community
- Flexibility, collaborative working skills, and creative problem solving
- Computer proficiency including Microsoft Word, Excel and Outlook
- Current NSW Drivers licence and willingness to travel within and outside of the local LGA
- Willingness to work flexible hours and in a range of locations across the region
- Willingness to implement the ethos, mission and Code of Conduct of the St Vincent de Paul Society

The St Vincent de Paul Society is an Equal Employment Opportunity Employer