

ACD Position Description

Position title:	Community Education Facilitator
Grade:	SCHADS Award
Status:	Casual
Position reports to:	Educate Manager
Location:	Surrey Hills- Flexible working from Home

About ACD

ACD is the leading organisation advocating for children with disability and their families in Victoria. We are a not-for-profit organisation led by and for families.

Our vision is for children with disability and their families to have the same rights and opportunities as other children and families.

We **empower** families with knowledge, skills and confidence to achieve the best for their children.

We **advocate** for children with disability and their families.

We **educate** service providers, professionals and the community to be inclusive of children with disability and to work in partnership with families.

We **influence** government and public policy to advance the rights of children with disability and their families.

Position Summary

Facilitators build the knowledge, skills and confidence of families with children with disability as well as professionals who work with families. Facilitators develop and deliver workshops, presentations and resources tailored to a variety of audiences. Facilitators also work with peer support groups.

Key Responsibilities

Develop accurate and accessible content for workshops, presentations and peer support groups with clear learning outcomes, based on adult learning principles.

Deliver workshops and presentations that build the knowledge, skills and confidence of families with children with disability as well as professionals who work with families.

Manage emotions and dynamics within groups and facilitate positive group interactions using the skills and knowledge of all group members to enhance overall learning.

Build and maintain stakeholder relationships.

Meet delivery targets, maintain client records and collect evaluation data.

Develop and review resources for families.

Refer families to other ACD services such as information resources and Support Line.

Identify issues for systemic advocacy.

Participate in team meetings, supervision and professional development as required.

Key Selection Criteria

1. Demonstrated experience in content development, group facilitation and delivering adult learning.

2. Up-to-date knowledge about the disability and community sector and supports available for children with disability and their families.

3. Excellent communication, interpersonal skills and facilitation skills. Ability to lead positive group dynamics. Experience in working with culturally diverse and indigenous families.

4. Strong IT skills, including using audio visual equipment and maintaining a client database. Strong time management skills and ability to work both independently and part of a team.

5. Tertiary qualification in education, community development, social work or child and family services or other relevant qualification. Or extensive relevant professional experience.

6. Lived experience as a person with disability or experience as a family member of a child with disability.

General Requirements

- Behave in a way that is consistent with ACD being a child safe organisation. Where the rights of children are protected and promoted, and the culture of Aboriginal children and families is valued. Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks.
- Demonstrate a commitment to ACD's vision and mission.
- Comply with ACD Code of Conduct and policies and procedures.

- Other reasonable duties as requested.
- Right to work in Australia.
- Note: Our office is located on the first floor and has ramp and lift access. An accessible bathroom with hoist is available.

I have read the above Position Description and agree with the requirements of the position.
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Signature

Name

Date

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