Position Description

Position Title: Transition Officer
Reports to: Step by Step Service Manager
Direct reports: Disability Support Workers
Qualifications: Certificate IV in Disability Services and or relevant Diploma with experience working in a similar role within the Disability Sector
Award/Classification: SCHADS – Level 3 Paypoint 1 – Paypoint 4

About Us

Established in 1954, IDV is one of the largest not for profit community service organisation in the Northern metropolitan region dedicated to delivering support services to people with disabilities.

We support over 150 people with a disability to realise and achieve their goals and aspirations with a strong emphasis on community.

Our objective is to work with our community partners, to deliver sustainable and meaningful opportunities for people with disabilities.

Services we provide include:

- Youth Transition - Step by Step Program
- Group Based Programs - Life skills and recreation
- Community Support – 1:1, social groups and holidays
- Accommodation - Residential support
- Employment Pathways – Aurora Products

IDV... your goals, are our goals

Position Purpose

Reporting to the Step-by-Step Manager the Transition Officer is responsible for supporting participants and families in a transition process from school to an inclusive life with a focus on economic participation, using a 'place and train' person centred model of service. The Transition Officer uses non centre based strategies to enable young people to make individual, tailored transition towards true economic and social participation.

The focus of the role is to assist young people gain and maintain community-based employment, supported by inclusive, community-based activities that use the resources within the participant's community. The role will also be responsible for identifying a desire for independent living and refer this interest to other officers within IDV.

This role will involve partnering with the Step-by-Step Manager to design and implement strategies and activities that allow IDV to deliver the model of service that focuses on community based employment and community engagement, ensuring the transition is built on proven models of support.

Key Accountabilities

Capacity Building

- Utilize the broader definitions and flexibility of NDIS supported service models including ILO and Supported Employment.
- Develop individualized pathways using the 'Discovery' model.
- Promote the 'assumption of employability', recognizing this may include micro business, self-employment, part time and full-time work.
- Place Community based work at the core of transition activities.
- To ensure transition support is individualized, ensure any group work is no more than 3 in size.
- Use proven pedagogies as much as possible, deploying support by the use of;
    - zero instructional inference
    - experiential learning techniques.
- Identify and use community-based resources that align to the individual's interests and that facilitate learning in natural environments rather than center based.
- Structure transition support so that where possible, activities begin and end in the community.
- Identify and use community-based resources where the person can naturally and easily get to and use.
- Document all training provided against established performance criteria, recording skill acquisition, and using this to fade out/ in on the job support as needed.
- Update agreed strategies as required in conjunction with other stakeholders
- Ensure Natural supports are identified and used in the transition support model

Relationship Management

- Manage key stakeholder relationships with families and significant natural supports, transition staff in educational settings, LLEN's, LAC's, Support Coordinators, Employers and Community Resources

Reporting

- Provide high quality and timely reports internally
- Continually review activities to analyse success and areas for improvement

Quality and Compliance

- Support and assist with the implementation of IDV's strategic direction with a focus on quality outcomes for all parties
- Support and manage general Operational, Organisational, and regulatory compliance requirements are implemented and adhered to
- Actively participate in annual planning and development

Key Competencies

Knowledge

- Solid understanding of the NDIS operating framework
- Demonstrated competency in 'place and train' community-based employment support and skills-based community activities for people with high and ongoing support needs.
- Knowledge of the Disability Act 2006, Equal Opportunity Act and any other relevant regulatory frameworks
- Understanding of goal and objective setting in relation to identified participant needs
- Business and service Intelligence – Sound understanding of Employment pathways and transition programs
- Knowledge and understanding of policies, practices, and procedures

Experience

- Previous experience working in the not-for-profit sector
- Experience in the development of transition programs that are community based and lead to employment outcomes using a 'place and train' model.
- Demonstrated ability to effectively manage Internal and external relationships
- Linking skill enhancing community activities that support employment and lead to natural independence
- Able to identify natural support s as a mechanism in promote greater inclusion

Skills

- Solid problem-solving skills including well developed analytical and decision-making ability
- Sound interpersonal skills verbal and written with the ability to communicate and build and maintain professional relationships with excellent influencing and facilitation skills
- Emotionally intelligent with the ability to be in tune with consumer demands and be responsive to a range of diverse consumer needs
- Budgeting, planning and co-ordination expertise
- A proficient understanding and application of Microsoft Office including Outlook, Word, and Excel
- Well-developed organisational skills including priority settings and ability to work to deadlines

Attributes

Empathy – Ability to understand and share the feelings of another

Mindful and Respectful – positively supporting the life people have created for themselves

Open-Mindedness – Willingness to try new things or to hear and consider new ideas

Relationship Building – Understanding the needs of the other and best possible results

Trustworthy – Is dependable and honest in everyday dealings with others

Accountability and Authority

- Accountable for own work
- Accountable for ensuring staff perform their roles in a professional and efficient manner

Key Performance Measures

Relationship Building – Actively support the Step-by-Step Program to build and maintain strong connections and working relationships with key stakeholders including Participants, Families, Support Coordinators, NDIA personnel, Allied Health professionals, RTO's, local businesses, Special Developmental Schools and Employers

Organisational Knowledge – Demonstrated understanding through practice and action of services provided by IDV and ability to articulate this to prospective carers, participants, stakeholders, and the wider community

Sector/Program knowledge – Effectively initiate, develop, implement, and evaluate opportunity for growth, and demonstrate knowledge of the NDIS framework

Team - Positively and harmoniously lead, support, and work with colleagues and wider organisation staff to achieve progressive outcomes for participants, staff, and IDV

Presentation – Represent IDV in a professional manner

Prerequisites

- Current Driver's License
- NDIS Worker Screening Clearance
- NDIS Worker Orientation Module
- Working with Children Check
- Eligibility to work in Australia
- Satisfactory Police Check
- Full COVID-19 Vaccination and Booster Certificate

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Employee Name	Employee Signature	Date

_____	_____	_____
Manager Name	Manager Signature	Date

Privacy

IDV requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.