



COMMUNITY FACILITATOR APPLICATION REQUIREMENTS

1. Essential requirements

In order to secure employment with FOCAS as a Community Facilitator (or other role involving direct contact with participants) you must have, and be prepared to provide evidence of having, the items listed below.

Some of the items can be obtained within the first 3 months of employment. These are marked with a *.

A clear National Police/Criminal Record Check OR from 01/02/2021 an NDIS Worker Screening Check

A class C Driver's License

Comprehensive Car Insurance

A reliable, road worthy vehicle that is regularly serviced.

A device with internet connection and email

*A current First Aid qualification (Provide First Aid – HLTAID003 and CPR – HLTAID001)

*NDIS Worker Orientation Module Certificate (completed on-line at <https://www.ndiscommission.gov.au/workers/training-course>)

*A clear Working with Children Check (as at March 2021 a clear Working with Children Check is desirable however this may change to essential in the future).

You will also need to provide 100 points of ID.

If you were born overseas you will need to provide proof of residency.

2. Applying for employment

The next step is to formally apply for a position. Go to the FOCAS website www.focas.org.au – 'CONTACT US' – 'WORKING WITH US', complete the application form and send it to the email address provided, along with copies of the essential requirements noted above.

You will be contacted and asked to attend an interview if a position is available and you have demonstrated that you have the essential requirements and/or are willing to obtain those still yet to be obtained. The interview will provide an opportunity for us to get to know you, learn about

your skills, experience and interests, talk about FOCAS and discuss the role of Community Facilitator (refer to the Community Facilitator Position Description below)

All Community Facilitator positions are casual. If you are successful in gaining a position your initial hours are likely to be minimal and due to the nature of our work your hours can fluctuate. However we will do our best to provide you with regular, on-going support shifts and increase your support hours over time.

FOCAS Shoalhaven Incorporated

Position Description

Community Facilitator

Purpose of the Position:

The purpose of the Community Facilitator position is to assist FOCAS participants to achieve their goals, as identified in their NDIS plans, by supporting the development of independence towards full inclusion into the community.

Responsible to: The FOCAS Manager

Key Responsibilities:

- Protect the privacy of FOCAS participants and ensure that all relevant information regarding participants remains confidential in accordance with Federal and State legislation, guided by the NDIS Code of Conduct Summary for Workers
- Empathically provide professional service to assist in the implementation of participants' FOCAS Support Plans
- Empower FOCAS participants to express their individual choices and preferences in decisions that affect their lives, and attempt to assist participants enact those decisions acknowledging the dignity of risk while upholding a duty of care
- Guided by FOCAS participant support plans, assist participants to learn and develop skills enabling optimal independence in personal care and the activities of daily living
- Encourage and support participants to learn and develop skills that enhance socially appropriate presentation and behaviour to maintain dignity and self-respect
- Encourage and support inclusion through social interaction and the development of meaningful relationships within the wider community, and participation in mainstream employment and/or recreational activities
- Foster and maintain effective communication through liaison with all relevant stakeholders
- Always act to protect the safety and wellbeing of FOCAS participants
- Ensure full compliance with Work, Health and Safety legislation and regulations, reporting immediately any significant incidents, injuries or potential hazards
- Represent FOCAS in a manner which reflects professionalism and a commitment to social justice principles
- Adhere to the NDIS Code of Conduct for workers.
- Complete all necessary documentation including:
 - History notes against NDIS goals on participants' webpage
 - Timesheets including kilometres completed on the same day of support.
 - Behaviour support forms – as required
 - Accident/incident forms – as required
 - Sign on/sign off at FOCAS office – as required
 - Any other relevant documentation requested by Management.
- Work collaboratively with FOCAS management and staff and maintain respectful relationships at all times
- Report immediately any harassment or other unacceptable behaviour
- Participate in supervision and performance review with Manager
- Review and continually improve service delivery through self-reflection and active professional development

Qualifications/Experience

Essential

- Commitment to supporting people with a disability to obtain meaningful roles within their lives and within their community in accordance with NDIS principles.
- Completion of the NDIS Worker orientation module (on-line) or commitment to completing it within the first 3 months of employment
- C class Drivers Licence.
- Preparedness to use your own roadworthy, reliable, maintained and comprehensively insured vehicle
- Current First Aid Certificate.
- Clear National Police check or NDIS worker screening check (as of 01/02/21)
- Effective communication skills including the ability to communicate empathically with participants and their families
- Sound computer skills

Desirable

- Relevant formal vocational qualifications including Certificate III Individual Support (Disability Specialisation), Certificate IV in Disability, Certificate III or IV in Community Services, or the equivalent.
- Clear Working with children check

Performance measures:

- Compliance with position description
- Compliance with policies and procedures of FOCAS Shoalhaven Incorporated.
- Compliance with the NDIS Practice Standards and Quality Indicators
- Participation in the supervision and performance review process

Conditions of Employment:

Casual as per the Social, Community, Home Care and Disability Services Industry Award 2010.