



Expanding Ideas; Creating Change

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## POSITION DESCRIPTION

<b>Position:</b>	Facilitator – <i>Families for Inclusive Education Project</i>
<b>Reports to:</b>	Senior Facilitator
<b>Status:</b>	Fixed-term Contract til31 December 2024, with extension subject to Govt funding
<b>Hours:</b>	Part-time (6-day fortnight)
<b>Award:</b>	Social, Community, Home Care & Disability Services Industry Award 2010
<b>Classification:</b>	Social and Community Services Employee Level 6

### **About Community Resource Unit (CRU):**

CRU exists to create and promote positive change so that people with disabilities can belong to and participate in community. CRU's vision for society is that people with disability are valued and living full and meaningful lives. It aims to contribute to a vibrant change movement that ignites, challenges and equips people to embrace ideas and take action to build inclusive communities.

### **Purpose of position:**

The Consultant will work with senior CRU staff to assist families with students with disability to be clear, informed, confident, and connected to work as respected and valued partners in their children's inclusive school experience. The project will equip families of students with disability to be more effective advocates and partners in their child's education and to increase their knowledge of inclusive education.

This position will have a specific focus on working with families of students in Queensland State Schools through individual consultations, information provision, workshops and establishing peer networks. **This position requires knowledge of contemporary inclusive education practice.** Qualifications in teaching or another relevant discipline and relevant experience is essential.

## Key responsibilities for this position:

Area	Description
<b>Contribute to the delivery of the <i>Families for Inclusive Education</i> project.</b>	Contribute as part of a team, to the coordination and implementation of all aspects of the <i>Families for Inclusive Education Project</i> with respect to the timely achievement of deliverables. This will include planning, conducting and evaluating activities which will support families and further a vision of inclusive education for students with disability in Queensland.
<b>Workshop delivery</b>	The consultant will be involved in workshop delivery throughout the project.
<b>Individual consultation &amp; information provision</b>	The consultant will provide individual consultation (phone, email and face to face) to parents and to schools on a range of topics, including strategies for successful inclusion and reasonable adjustments.  The consultant will help to develop and disseminate information resources and will respond to requests for information.
<b>Undertake community and alliance building</b>	Work in a community-building way. This way of work recognises the importance of relationships, networks and alliances. It fosters connections between people and builds capacity at local, state and / or national levels. In particular, this project seeks to foster development of peer support networks and local alliances to further inclusive education.
<b>Connection and link with other CRU activities</b>	Work to ensure that the project is closely linked with other CRU work and that the participants are linked to the rest of CRU's resources.

## Key responsibilities for all CRU staff:

Area	Description
<b>Organisational activities</b>	Work collaboratively with the CEO, team members and Board to further evolve the work of CRU. Work is prioritised to complete tasks on time. If tasks cannot be completed as planned, negotiations are initiated to reach mutually acceptable outcomes.  The employee will work as a team member to nurture and sustain a spirit within the organisation that is consistent with CRUs mission and values.
<b>Quality compliance and improvement</b>	Contribute to ensuring CRU's compliance with standards and quality systems as part of ongoing accreditation. Contribute to the continuous improvement of the organisation by identifying opportunities for improvement.
<b>Policy compliance</b>	Adhere to the requirements of CRU's policies and procedures.
<b>Workplace health &amp; safety</b>	Be aware of and ensure that WH&S policies and procedures are fully complied with.
<b>Risk management</b>	Take all necessary steps to control and minimise risk when undertaking activities on behalf of CRU.

### Key selection criteria:

1. Demonstrated commitment to values and principles that strengthen and uphold the dignity of people with a disability and their families and their inclusion in community life.
  - a) Evidence of authentic connection with people with disabilities and their families.
  - b) Demonstrated in-depth knowledge of contemporary inclusive education practice and an analysis of barriers and enablers to more effective inclusion in schools.
2. Experience in working in teams to complete complex projects on time and on budget.
3. Excellent oral, written and listening communications skills across a range of situations and contexts including communicating with people with disabilities.
4. Experience in working with individuals and families to build their knowledge and capacity both one on one and in peer support groups.
5. Experience in sharing information, utilising a range of adult learning techniques, including face to face teaching and individual consultation.

### Specifications:

- The successful applicant will be required to produce or apply for a positive notice card.
- The ability to undertake regular, planned travel in Queensland is essential.
- The ability to undertake some work outside usual office hours is essential. Flex- time can be taken at a later time that is mutually agreed by the employee and Senior Consultant.
- The employee and the CEO will ensure the employee is aware of their level of performance outcomes and support required to achieve outcomes. The process includes regular supervision, a review at the end of the probation period and an annual performance appraisal.
- The role is based at the South Brisbane office.

\*We are looking for someone to start as soon as possible.

### Your Application:

The application is to include all the following:

- a) **A short cover letter**
- b) **Response to each of the above Selection Criteria**  
(max. 2 pages) that clearly articulates your abilities and experience that you believe best qualifies you for the advertised position.
- c) **A resume/curriculum vitae**  
Including the names, positions, and telephone numbers of at least two referees who can comment on your competency in regard to the requirements of the position. Referees will only be contacted after an interview.

Email to CRU Office Manager at: [kim.jensen@cru.org.au](mailto:kim.jensen@cru.org.au)

Due by: 5pm on Wednesday 16<sup>th</sup> August 2023

If you have any questions about the positions, please contact CRU CEO Margaret Rodgers at [margaretrodgers@cru.org.au](mailto:margaretrodgers@cru.org.au)