

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Disability Support Officer	Department	People and Culture
Location	SA and VIC	Direct/Indirect Reports	Up to 5 volunteers
Reports to	Manager People and Culture	Date Revised	Apr 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0035584

■ Position Summary

As a Disability Support Officer, you will be a point of contact and support for workforce members living with a disability. You will provide information and guidance to raise the awareness of disability inclusion across the organization and look to connect people with meaningful opportunities to contribute and grow their skills.

■ Position Responsibilities

Key Responsibilities

- Create and champion a positive workplace culture focused on disability awareness
- Work with the Volunteering Hub to create and advertise meaningful roles for those living with a disability
- Connect with external stakeholders to promote and share volunteering and employment opportunities
- Act as an advocate for volunteers and staff to ensure their individual needs are met
- Promote awareness of workplace accessibility requirements in line with Red Cross policy
- Develop and implement a range of education programs that provide information and guidance for the organisation
- Maintain an environment designed to empower people with disabilities through good communication and promoting independence
- Maintain data and reports on activities undertaken and outcomes achieved
- Ensure personal emergency evacuation plans are in place for all those that require.

■ Position Selection Criteria

Technical Competencies

- Proven highly developed organisational and time management skills
- Proven understanding and commitment to the rights of people with Disabilities
- Proficiency in MS Office or similar software and experience using databases.

Qualifications/Licenses

- Relevant tertiary qualifications in Human Resources, Social Work or a related discipline and/or experience in a similar role is desirable
- A valid current Australian driver's license.

Behavioural Capabilities

- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.