

Position Description

Job Title: **VALID8 Program Officer**



SCHADS Award Level 1 Pay Point 3

Part time fixed contract, 8 hours per fortnight - PT

0.05

Pay Rate:



Classification	Hourly pay rate
Level 1 - pay point 3	\$24.76

Location (Where you will work):



You will be working at the VALID office in Collingwood.



Sometimes you will need to work at other places with a VALID Advisor.



This might mean staying overnight in a hotel (paid for by VALID).

Accountability (Who you need to report to):



You will report to your VALID8 Advisor and the VALID Self Advocacy Manager.



All VALID Staff take direction from VALID's Chief Executive Officer (CEO).

Duties (What you need to do):

You will need to:



1. Follow the aims & objectives of the VALID8 Program, including:
 - Helping services to make sure people with a disability have more choice and control in their home.



- Supporting services to have better ways of helping people with a disability to speak up about what is important to them.



- Talking to people with a disability about their service.



- Talking to staff about how they support people with a disability to speak up at their service.

2. Work as part of the VALID8 team to:



- Learn how to use the VALID8 Companion App.



- Learn and develop your skills.

3. With your VALID8 Advisor:



- Use the VALID8 Companion App.



- Write a report about your visit to the service.



- Look at what the service can do to make sure people with disabilities can speak up about their home and service.

4. Other tasks at the direction of the VALID Self Advocacy Manager like:



- presenting at the Having a Say Conference
- being part of consultations (feedback sessions)
- going to meetings
- other projects and activities.

Key Selection Criteria (What you need to be able to do)



- Travel to the VALID Office in Collingwood independently or with the assistance of your support worker



- Provide a support worker if you need assistance with overnight stays.



- Reading and writing skills, (or use assistive technology to read and write).



- Good communication skills.



- Work as part of a team.

Your duties need to be done in line with **VALID's Policies and Procedures** (we will give you information about this). These are based on:



- VALID's Mission Statement.



- Empowering individuals with intellectual disability to exert control and influence over decisions and choices which affect their lives.



- Working with those that are supporting the best interests of people with intellectual disability to be effective in their role.



- A collaborative approach to project work with organisations.