**POSITION DESCRIPTION**

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| TITLE: | Social Educator | NAME: |  |
| AWARD: | SCHADS | GRADE SCALE: | Level 2-1 | EMPLOYMENT TYPE: |  |

Community Access Western Sydney (CAWS) is committed to provide advocacy and support to people with a disability to ensure that their life is enjoyable and interesting.

Our Vision is to promote, protect and defend the rights of people with a disability. To ensure that people with a disability have access to every opportunity that is available to any members of the community in which they live.

CAWS hold in esteem the following personal values:

* Resilience
* Integrity & Respect
* Trust & Honesty
* Equality & Inclusiveness

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| POSITION OVERVIEW: |
| The Social Educator is responsible for implementing training and support services aimed at maximising the living, employment, social and recreational skills of people with a disability, including people with mental illness. Advocacy, inclusion, supported decision making and personal choice are paramount considerations.The Social Educator is a valued member of the CAWS team and contributes to the development of service practice through regular consultation, planning processes and document reviews. All service delivery must be in line with the Policies and Procedures of CAWS, the requirements of the NSW and Commonwealth Disability and other relevant Legislation and the National Disability Insurance Scheme Rules. |
| RESPONSIBLE TO: |
| CAWS Manager who may delegate responsibility where appropriate to a Community Access Coordinator. |
| DUTIES AND RESPONSIBILITIES: |
| 1. Support participants to enjoy age appropriate activities and tasks including community access, in home support and travel training.
2. Provide direct care assistance to each participant as identified in their individual plans.
3. Work in accordance with the CAWS policy and procedure, in particular those associated with individual support and identify gaps in policy and procedure to management.
4. Monitor the safety and wellbeing of participants and report any concerns to your supervisor.
5. Provide 1:1 or small group training and support in response to individual need.
6. Ensure completion of appropriate documentation according to procedures.
7. Work with participants, family or carers and relevant professionals to support participant’s individual goals.
8. Provide feedback to relevant people to enable appropriate planning at review meetings.
9. Participate in mentoring to identify ongoing training and support opportunities that contribute to your career goals.
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| KEY PERFORMANCE INDICATORS: |
| 1. Documented evidence that demonstrates a high level of care.
2. Active contribution to the CAWS team and the development, implementation and evaluation of programs, policy and procedure.
3. High level communication with CAWS team and relevant others is maintained including advising of any potential risks to participants and the organisation.
4. Induction, Work Health & Safety (WHS), Manual Handling, Medication and Infection Control training is undertaken within the first 3 months of employment.
5. Adherence to the CAWS and NDIS Code of Conduct.
6. All work instructions, WHS and other policy and procedures are followed exactly.
7. The Manager is notified of any concerns relating to policy, procedure, work instructions and other documentation as soon as reasonably possible.
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| PERSONAL QUALITIES: |
| 1. Display a commitment to CAWS Vision and Values.
2. Adaptable to changing circumstances and able to prioritise work.
3. Commitment to the principles of advocacy, social justice and inclusion, valuing difference and diversity.
4. High standard of personal integrity, honest and trustworthy.
5. Being able to be part of a team and value others input.
6. Working with some individuals may require a high level of fitness. Where relevant this will be discussed prior to allocation of work.
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| ESSENTIAL SELECTION CRITERIA: |
| 1. Certificate III in Disability, other relevant qualification or working towards obtaining qualification within 6 months.
2. First Aid Certificate
3. Genuine desire to provide the best quality support and training to people with a disability.
4. Well developed communication skills, including the ability to work and communicate effectively with participants, their families, carers or advocates, community agencies and other professionals.
5. Ability to work in a very busy environment across multiple sites in Western Sydney and to work independently or as part of a team.
6. Understanding of privacy and confidentiality needs of participants and their circle of allies.
7. Working with Children Check and National Criminal Record Clearance. The cost is to be met by the employee but may be done after the position is offered and before the employee commences.
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| DESIRABLE SELECTION CRITERIA: |
| 1. Valid driver licence and availability of a vehicle for business use (Allowance payable). Some activities may not require this and may be carried out using public transport however this may restrict the amount of work offered.
2. Experience in the delivery of personal care services.
3. Experience working with people who present with challenging behaviours or criminal activity.
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