

## Position Description

<b>POSITION TITLE</b>	Employment Connections Project Manager
<b>REPORTING TO</b>	Service Delivery Manager
<b>DIRECT REPORTS</b>	No direct reports
<b>CLASSIFICATION</b>	Social, Community, Home Care & Disability Services Industry Award – Modern Award, Level 5
<b>EMPLOYMENT TYPE</b>	6-month contact. 22.8 hours a week.
<b>LOCATION</b>	The DSV office is located at 552 Victoria Street, North Melbourne VIC 3051. This role includes site visits to employers across Melbourne, and occasionally in regional areas. DSV offers flexibility to work from home.

This Position Description is indicative only and will be reviewed and updated by DSV from time to time.

### Organisational background

Down Syndrome Victoria (DSV) is a community-based, not-for-profit membership association. We have a proud history of supporting individuals, families and the community since 1978.

**We work alongside people with Down syndrome and families to reach their potential and live the lives they choose.**

DSV provides information, training, education support, and general support, with and for people with Down syndrome, their families, professionals, and the wider community. This includes prenatal support and information to expectant parents and health professionals.

DSV advocate with and for people with Down syndrome to have access to the same opportunities, supports and community activities as other Victorians based on a human rights approach, and consistent with the United Nations Convention on the Rights of Persons with Disabilities.

We want to live in a society where people living with Down syndrome are valued, reach their full potential and enjoy social and economic inclusion.

Together, we can and will create this inclusive community.

### Position background

Down Syndrome Victoria (DSV) is a member of a national consortium led by Down Syndrome Australia (DSA) to deliver a national employment project for people with Down syndrome.

The project grant is provided under the DSS NDIS Economic Participation grant round.

The overall aim of the Employment Connections project is for employers to have an increased willingness and capability to employ people with Down syndrome.

## Project Activities

The aims of the project will be achieved through:

- Development and delivery of a National Awareness campaign to showcase the successful examples of employment across a range of industries. This will be led by DSA, with DSV contributing.
- Providing an Employment Connections service to work with people with Down syndrome and employers to:
  - provide education and training for employers to understand the benefits of employment
  - support the development of accessible resources and materials
  - support connections to employment for people with Down syndrome
- Working with people with Down syndrome as Ambassadors for the project to provide input into all aspects of the project

It is envisaged that Employment Connections will become an ongoing sustainable service within itself beyond the scope of the project.

### Key deliverables & responsibilities

The Employment Connections Project Manager will be responsible for all aspects of this project, including:

- The delivery of the Employment Connections service, including:
  - Building relationships with employers who offer an employment opportunity and sourcing potential new employers
  - Assessing employer suitability
  - Job Carving based on employer needs and employee capacity/development plan
  - Providing training and education to employers and their staff, to increase their knowledge about Down syndrome and working with people with Down syndrome
  - Support employers through the recruitment process
  - Consulting with the employee and their family/nominee (with employee permission) if/as required, to explore how the employee is best supported in the early stages of the job
  - Check ins with employers and employees
- Support an Employment Ambassador to work on the project
- Collaborate and share employment resources with the consortium
- Collaborate and share stories for the National Awareness campaign,
- Participate in monthly meetings of the National Project Steering Group
- Complete project evaluation processes (including a follow up survey to employers) and reporting
- Contribute to the development of a service model for continued DSV Employment Connections delivery beyond this project
- Other duties as required to support the work of the organisation

### DSV Requirements

- Ensure adherence to DSV's policies and procedures, and compliance to various legislative obligations, including OH&S.
- Regional and Metro Melbourne travel will be required

### Key selection criteria

#### Essential

1. Knowledge of disability and strong commitment to inclusion of people with disabilities
2. Knowledge and or experience of the disability employment sector
3. Demonstrated experience/skills working with adults with intellectual disabilities

4. Experience/skills in building trusted and effective stakeholder relationships
5. Experience in managing projects
6. Strong written and verbal communication skills
7. Demonstrated initiative, ability to work autonomously and collaboratively as part of a small team
8. Computer literacy using the Microsoft Office suite

#### Desirable

- Experience in supporting a person with Down syndrome or disability

#### Personal qualities

Our values guide who we are and what we stand for in every interaction.

- **Respect for people:** We develop lifelong relationships based on value, trust, compassion and respect.
- **Do the right thing:** We are honest, ethical and trustworthy. We take accountability for our actions to deliver in the best interest of people with Down syndrome and their families.
- **Passion for members, families & community:** We exist for our members and community. We listen, lead, create opportunities and take action to ensure an inclusive future

All roles at DSV requires an empathetic approach, ability to handle difficult situations and appreciate the needs of people from diverse backgrounds. The ability to work both autonomously and as a team is integral to your success in this role.

#### Work environment

The nature of our small team and priority to deliver in the best interest of people with Down syndrome necessitates a degree of flexibility. This includes a willingness to support colleagues which at times will require you to perform tasks outside of your immediate role.

DSV provides a professional, collaborative, and safe working environment. All DSV employees are expected to comply to our code of conduct and all DSV policies and procedures in the best interest and safety of colleagues, members and the community. Further details are available within the DSV Staff handbook.

#### Approved:



**Daniel Payne**  
Chief Executive Officer

**Date:** November 2024