

Position Description	Education Consultant The position has access to salary packaging and Superannuation. Current Victorian Drivers Licence and use of own car for travel Must be an Australian citizen
Office Location:	18/71 Victoria Crescent, Abbotsford 3067
Employment type:	Part time 3 days (flexible) and or contractor position
Accountability:	Executive Officer, Education Consultant & Down Syndrome Victoria Board of Management

Down Syndrome Victoria

Down Syndrome Victoria is the state-wide peak membership organisation representing individuals with Down syndrome and their families. Down Syndrome Victoria is a not-for-profit organisation established in 1978 to provide support, encouragement, information and resources to people with Down syndrome, their families and the broader community.

Education Consultant

The Education Consultant will be the provider of the state-wide Down Syndrome Victoria Education Support Service (ESS). The ESS aims to equip teachers to meet the educational and social needs of students with Down syndrome through the provision of information, resources and assistance with curriculum adaptation and positive behaviour support strategies. In addition the Education Consultant will be responsible for incoming enquiries regarding education, professional development of education professionals, attendance at nominated Down Syndrome Victoria information sessions and events and the maintenance of appropriate records and notes.

The ESS holds an annual Education Conference for teachers and professionals and the Education Consultant will be responsible for collaborating with the education team to develop and deliver a professional workshop on a related topic.

Position Objectives

- To provide a professional Education Support service to members
- To respond to education related enquiries to the Down Syndrome Victoria office
- Collaborate with other Down Syndrome Victoria staff to develop and update education information resources for members and the general community
- Provide input and feedback on education related resources and forums

Down Syndrome Victoria has the following five priorities:

Information

Down Syndrome Victoria provides quality information on Down syndrome to members, organisations, students and the general community. We provide professional development for health and education professionals and maintain a library of Down syndrome specific resources. An annual conference is held and education sessions are periodically held on relevant topics.

The Education Support Service aims to equip teachers to meet the educational and social needs of students with Down syndrome through the provision of information, resources and assistance with curriculum adaptation and behaviour management strategies.

Peer Support

Down Syndrome Victoria is committed to a model of peer support and empowerment to build resilience in people with Down syndrome and their families. Down Syndrome Victoria provides whole of life personal support including support when a new baby with Down syndrome is born, ongoing facilitated peer support for parents, and support for other family members such as siblings and grandparents. We also run a number of events such as a family fun day and information sessions.

Advocacy

Down Syndrome Victoria represents the needs of people with Down syndrome and their families to all levels of government and the community with the aim of achieving sustainable systemic change.

Empowering Individuals

Down Syndrome Victoria empowers individuals with Down syndrome to be the key decision-makers in their own lives.

Changing Community Attitudes

Down Syndrome Victoria recognises social discrimination as the most significant problem experienced by people with a disability. Down Syndrome Victoria works to educate the Victorian community about Down syndrome, challenging outmoded and outdated stereotypes by providing relevant up to date information. Down Syndrome Victoria encourages the community to see individuals with Down syndrome as unique with their own talents, abilities, thoughts and interests and as contributing and valued members of their own families and the broader community.

Key Responsibilities

1. Education Support Service (ESS)

- Provide appropriate, professional support and information to students with Down syndrome, their schools and families.
- Assist teaching staff within universal settings such as Childcare, Kindergartens and Primary/Secondary Schools by providing information, practical assistance and resources to support children with Down syndrome to optimise their learning, inclusively and challenging behaviours and additional needs.
- Work in partnerships with families, school staff and community to support school transition for children with Down syndrome in mainstream settings.
- Provide assessments to further ascertain learning and development to establish goals, plan and possible strategies to consider within the educational setting.
- Develop and provide resources for Primary/Secondary Schools and kindergarten staff. These include: Visuals (Schedules; Sequences and Voice thermometer); Social stories and Positive Behaviour Support Plans to support the inclusion and participation of a child with additional needs.
- Develop professional development workshops and strategies for educational professionals.
- Establish and maintain appropriate records for all users of the Education Support Service.
- Respond to general education enquires (mail, telephone and email)

2. Information Provision

- Provide relevant up to date information that is research based and reflects Down Syndrome Victoria philosophy
- Become familiar with the Down Syndrome Victoria web-site and provide assistance when requested
- Identify areas where more information is needed
- Collaborate with other Down Syndrome Victoria staff to develop and update education information resources for members and the general community
- Provide information to organisations / service providers as required

3. Peer Support

- Participate in Down Syndrome Victoria member functions as required
- Ensure that individuals with Down syndrome and their families are provided with sensitive support that reflects Down Syndrome Victoria philosophy

4. Advocacy

- Ensure that individuals with Down syndrome and their families are treated in a way that reflects Down Syndrome Victoria philosophy

5. Empowering Individuals

- Treat, and encourage all educational professionals to treat, all students with Down syndrome as individuals with their own talents, abilities, thoughts and interests.
- Empower students to remain in mainstream education settings as long as possible
- Assist colleagues and members with Down syndrome to be as self sufficient as possible

6. Changing Community Attitudes

- Develop and maintain working relationships with relevant community organisation, volunteers and service providers

Selection Criteria

Skills, Knowledge and Experience

Essential

- Current teaching registration and a minimum of 5 years teaching experience
- Strong commitment to inclusion of people with intellectual disabilities within the community, particularly mainstream schools
- Detailed knowledge of the Victorian education systems and curriculum
- Experience with curriculum modification and individual learning plans (ILP)
- Confident speaker, able to prepare workshop content for presentation/professional development
- Highly self-motivated with ability to work for extensive periods outside the office
- Computer literacy using MS Word, Outlook, Excel, Power Point and database systems
- Knowledge of confidentiality issues
- Excellent verbal and written communication skills and the ability to utilise them in communicating effectively with a variety of stakeholders
- Be able to demonstrate professional attributes such as being proactive, accountable, collaborative and willing to provide a quality service
- Excellent time management skills and ability to prioritise high transactional workload
- Exceptional attention to detail
- Ability to work autonomously and within a team
- Current Drivers Licence (as metro travel will be required and some intermittent regional)

Desirable Attributes

- Well-developed, current knowledge and understanding of Down syndrome/intellectual disability
- Operational understanding of the National Disability Insurance Scheme

Personal Qualities

- Empathy:** Demonstrated ability to understand other points of view, a warm caring approach to people, ability to handle difficult people and situations and ability to understand and appreciate the needs of people from diverse cultural backgrounds.
- Integrity:** Communicates intentions, thoughts and feelings openly and directly. Has the ability to treat individuals fairly, even in extreme situations.
- Flexibility:** Demonstrates adaptability and flexibility to meet changing situations, is receptive to new ideas and perspectives, responds and adjusts easily to changing work demands and circumstances.
- Resilience:** Perseverance to achieve goals even in the face of obstacles, copes effectively with disappointment and setbacks, remains calm and in control under pressure.
- Teamwork:** Able to work as part of a team and with minimal supervision. Actively seeks to skill and empower members by giving them capacity to meet their own needs and self advocate.

Work Environment

This position is based at the Down Syndrome Victoria office in Abbotsford but will require travel.

The applicant will provide their own vehicle for the travel and travel costs will be reimbursed according to the Down Syndrome Victoria policy. The nature of this role and its responsibilities deems that occasionally some work will be required outside normal business hours. The incumbent will be expected to negotiate with their manager varied work hours to compensate for additional work commitments. Some carrying and lifting may be required. The successful applicant will initially be employed for a probationary period of six months.

Acceptance of the position involves a willingness to work within the philosophy and policy direction of Down Syndrome Victoria.

The successful applicant will be required to undergo satisfactory pre-employment checks including professional referees, completion of a satisfactory police records check and working with children check. Completion of the Pre-existing Injury Declaration Form is also required.

Down Syndrome Victoria maintains a smoke-free environment.

Down Syndrome Victoria is an equal opportunity employer and strongly encourages people with a disability to apply for all positions.

About Down Syndrome Victoria

Down Syndrome Victoria is the state-wide peak membership organisation representing individuals with Down syndrome and their families. Down Syndrome Victoria is a not-for-profit organisation established in 1978 to provide support, encouragement, information and resources to people with Down syndrome, their families and the broader community.

We are a whole-of-life service offering:

- personal support and information for families, especially when a new baby is born;
- advocacy, information, support, mentoring and training for adults with Down syndrome;
- an education support service to assist students with Down syndrome and education staff in mainstream schools;
- peer support groups around Victoria;
- annual family fun day and other events;
- conference and education sessions;
- a quarterly journal
- a library of Down syndrome specific resources
- information and professional development for health and education professionals;

Down Syndrome Victoria (DSV) is a member of the Down Syndrome Australia network of state associations. DSV relies on public and private sector support to fulfil its mission of empowering individuals to achieve a lifetime of meaningful inclusion in the community.

About Down syndrome

Down syndrome is the world's most common chromosome disorder and cause of intellectual disability. It is not an illness or disease, and occurs at conception. It occurs in one of every 700 to 900 births worldwide and affects people of all ethnic and social backgrounds. In Victoria, forty-five to sixty babies are born with Down syndrome each year.

The human body is made up of millions of cells, and in each cell there are 23 pairs of chromosomes, or 46 chromosomes in every cell. Down syndrome is caused by the occurrence of an extra chromosome, chromosome 21 (Down syndrome is also known as Trisomy 21). People with Down syndrome therefore have 47 chromosomes in their cells instead of 46. This results in a range of physical characteristics, health and development indications and some level of intellectual disability. Down syndrome is usually recognisable at birth and confirmed by a blood test.

Down syndrome affects, but does not determine, development. People with Down syndrome are each as unique as any other person, with their own talents, abilities, thoughts and interests. Everyone with Down syndrome experiences some delay in areas of their development, and some degree of learning disability. This will vary significantly from one individual to another, and what happens after birth will be far more important in shaping the outlook for any individual with Down syndrome than the occurrence of an extra chromosome at conception.

With appropriate health and education services and with the support and opportunities available today, people with Down syndrome can look forward to long and fulfilling lives as valued members of their families and the broader community.