



## Team Member

### Role description & person specification

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| <b>Title of Role:</b>       | <b>INDEPENDENT LIVING OPTIONS NAVIGATOR</b>   |
| <b>Term of Appointment:</b> | <b>18mth-2year contract part time (0.5-0.7 FTE)</b><br>Hours of work are negotiable |

## ABOUT THE ROLE

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### 1. Background to the position

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Purple Orange is a member of the National Alliance of Capacity Building Organisation (NACBO). This project builds upon a current National Information Program project, *My Home, My Design*, which provides a number of resources to assist people with disability to live in a home of their own, rather than group home living or congregate care.

This phase of the initiative aims to deepen the knowledge of people living with disability and their families/supporters about Individualised Living Options by providing personalised advice, vision building and technical information to enable individuals to create their own plan to live in their own home.

Capacity-building activities are critical to enable participants to explore the full range of opportunities that may be available to them.

This project avoids traditional housing options often offered to people with a disability e.g. group homes, cluster housing, facilities, congregated living for the following reasons:

1. They do not provide what most Australian citizens would seek nor consider their own home,
2. They are not valued and do not necessarily reflect an authentic informed choice by each participant nor reflect their personal preferences and needs,
3. Group home options do not have a strong track record of assisting people into valued roles in mainstream social and economic life,

4. The costs of congregate care arrangements can be expensive and do not always provide value for money.

We aim to change this by providing mentoring, coaching and technical advice along with leadership opportunities for people living with disability and their families to pursue Individualised Living Options that are more typical and life giving.

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## 2. Summary of the role's aim

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This position aims to deepen the knowledge of people with a disability and their families/supporter about Individualised Living Options by providing personalised advice, mentoring vision building and technical information to guide people through a process to create their *own* plan to live in their *own* home.

The Independent Living Options Navigator is responsible for:

- Leading work with a number of individual persons living with disability and their families, to assist those persons to consider and move towards Independent Living Options (ILO), which are alternatives to group homes and other congregate living
  - Linking the above work to that of similar work being undertaken by NACBO partners, for the purpose of mutual learning and practice development
  - Developing and curating information, events and peer networks that assist participants to access relevant information, events, and networks to assist their vision-building and navigation to ILO. This includes themes relating to family leadership
  - Contributing to, and curating local access to, the NACBO body-of-knowledge, including the external evaluation of this project
  - Coordinating and navigation of complex and politically sensitive issues in a manner which gives appropriate regard to ethical standards and stakeholder engagement.
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## 2. Main Benefits (Outcomes)

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*[A summary of the measurable benefits that will be brought to the target community]*

The success of this role will be reflected by a systemic improvement to the life chances for people living with disability<sup>1</sup>, through activities which achieve:

- More individuals and families choosing ILO alternatives to group homes and other congregate living
- More individuals and families successfully navigating the NDIS pathway in relation to ILO, so that choices become reality

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<sup>1</sup> Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

- The development of a practice body-of-knowledge across the NACBO agencies, that helps inform the NDIA's understand of how to support participants and their families select and move towards ILO
- Increased development and awareness of new helpful policy and practice initiatives

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### **3. Main Deliverables (Outputs)**

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*[A summary of what the role will quantitatively produce]*

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- Delivery of individual and group sessions with participants and family members to:
  - build a unique vision for their own home based on their individual tastes, preferences, and needs
  - understand the relevant processes to support their vision provision of Individualised advice/mentoring, vision building and planning
  - connect participants with a range of capacity-building resources
  - give guidance through relevant processes and at the same time empowering people to build their own capacity
  - build a picture of a person's individual's needs and analysing how these needs may be met through a range of informal and formal supports while living in their own home
  - encourage people to increase their positive and valued roles in community, develop their abilities, relationships and think about safeguards for the future,
  - assist people to make informed decisions and direct their own life with the necessary supports, and
  - identify possible implementation solutions that create alternatives to segregated, special or congregated services.
  - develop and maintain a thorough understanding of Individualised Living Options (ILO), including NDIA ILO funding options,
- Delivery of workshops and peer network meetings for family members to support family leadership across a range of inclusion issues
- Preparation of project-related documents, including planning and reporting
- Development and maintenance of constructive, productive, and respectful stakeholder relationships, including people living with disability and their families and supporters, and other stakeholders who may play a role in supporting a person's ILO become a reality
- Production and distribution of relevant information in an accessible format
- Completion of successful capacity-building events relevant to the needs of participants and families interested in ILOs and associated family leadership
- Delivery of activities on time and on budget
- Documented contribution to the body of knowledge at Purple Orange and NACBO

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#### 4. Main work activities (Processes)

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- Preparation and maintenance of project planning
  - preparation and distribution of project materials through stakeholder networks to promote the initiative
  - scheduling meetings and events, and booking venues as required
  - desktop research and stakeholder liaison to discover relevant information and to maintain an up-to-date understanding of NDIS pathway, ILO, and related matters
  - preparation of accessible information materials intended for individuals and families
  - facilitation of accessible individual conversations with individuals and families
  - preparation and facilitation of accessible group events on ILO and family leadership
  - preparation and distribution of accessible follow-up materials to stakeholders after group and individual events
  - liaison with relevant stakeholders, including staff at NDIA, LACs, support agencies etc, to build productive relationships that advance the respect, interests, and goals of people living with disability and their families
  - liaison with NACBO co-workers to share practice information
  - attendance at NACBO events, including some interstate travel
  - individual assistance, including advocacy, to persons and families navigating NDIS ILO pathway
  - preparation of project plans and progress reports
  - liaison with project evaluators
  - preparation of information for project evaluators
  - maintenance of project documentation and related records, including secure storage of the private and confidential information of people and families
  - liaison with Purple Orange staff and stakeholders, in support of a team-based collegial approach to agency work
  - Careful observance of matters of confidentiality in all dealings on behalf of people living with disability and their families
  - contribute to publications, newsletters, and sector alerts
  - other activities as directed
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#### 5. Reporting/Working Relationships

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**This role reports to (role sponsor):** TBC

**This role provides formal support and guidance to the following other roles:**

- students, trainees, interns, volunteers etc who may from time-to-time be involved with JFA Purple Orange in matters of policy development, and related activities.

**This role is responsible for maintaining good networks with stakeholders including:**

- People living with disability, and other people in their lives such as family, friends, and other supporters
- JFA Purple Orange team members
- Board members undertaking Board-mandated work in relevant areas
- Community leaders and NGOs relevant to the work
- Government staff relevant to the work
- Peak bodies

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**6. Special Conditions** (Such as travel requirements, frequent overtime, etc).

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The incumbent is required to:

- Be available for work related travel from time to time

The role demands a commitment to:

- Support the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
  - People living with disability having personal authority in their lives
  - People being active valued members of mainstream community life
  - Inclusive communities
  - Capacity-building
  - The exercise of ambassadorship
  - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
- Support and contribute to the achievement of the JFA Purple Orange's goals as set out in strategy and business plan documents;
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital;
- Occasionally work outside of normal business hours where this is needed;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change:

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Acknowledged by Role Holder ...../...../.....

Role Sponsor...../...../.....

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## ABOUT THE ROLE HOLDER

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### Essential Criteria

1. **Commitment and practice in inclusion**  
Deeply felt value-base about inclusion, and demonstrated ability to produce authentic inclusion outcomes for people living with disability
2. **Knowledge about disability issues in home and living**  
Knowledge and insight to the issues relating to home and living for people living with disability, and how authentic choice and authentic inclusion can be achieved by finding independent living alternatives to congregate living options
3. **Experience and skill in working alongside individuals and families to plan and navigate**  
Experience and skill in working with people living with disability and their families in vision-building, practical planning, and assistance to navigate systems and problems in support of choice and inclusion goals. This includes diplomatically challenging outdated or unhelpful practices, and encouraging leadership in others
4. **Capacity to investigate and interpret**  
An inquisitive and analytical mindset, for example being able to find information about NDIS features and analyse how people living with disability and their families might navigate these features in support of their goals
5. **Tenacious self-starter**  
Positive and energetic, able to establish priorities and meet project deadlines under limited supervision, and with the tenacity to pursue and achieve high quality outcomes
6. **Facilitator**  
Experience and skill in preparing and presenting accessible information to groups, through workshops, peer networks, or similar events
7. **Team player**  
Friendly disposition and demonstrated ability to contribute to the maintenance of a harmonious, safe, and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued

Note it is a condition of employment that the post holder will have current clearance checks re working with children and working with vulnerable persons.

### Desirable Criteria

1. A relevant degree (or similar)
2. Knowledge of current disability sector reforms, initiatives, and issues for people living with a disability.
3. Personal insight to what it means to live with disability
4. Well developed networks within the Disability Sector
5. Knowledge of legislation & policy settings and how they impact people living with disability