

LOCAL AREA COORDINATOR

Job purpose

To work with disabled people, their families and their communities towards achieving the hopes and dreams of the disabled person in support of AccessAbility's inspirational dream: 'A community approach where disabled people live well now, can dream big and live the life they have imagined.'

Key functions

- Facilitating inspirational planning sessions with disabled people and their families
- Building strong relationships with disabled people, their families and community organisations
- Researching and providing information
- Actively engage in community building initiatives that work to shift limiting social conditions and structures
- Networking within the community and promoting the LAC role
- Administration including maintaining records and completing progress reports
- Assisting in the training and induction of new staff

Reports to: Project Manager – Local Area Coordination

Direct reports: NIL

Knowledge and experience needed

Knowledge of the disability sector and community organisations/services available in the region

Excellent interpersonal and relationship building **skills** with the ability to inspire others

Experience in working people with disabilities and their personal networks in a strength based way

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Date Adopted: Aug 2014	Date Reviewed: 1 April 2015
	Latest Amendment: 1 April 2015

Competencies

Skill	Description
Networking	Building and actively maintaining working relationships and/or networks of contacts to further the organisation's goals
Building Relationships	Able to establish and maintain relationships with people at all levels; puts others at ease; promotes harmony and consensus through diplomatic handling of disagreements and potential conflict.
Cross Cultural Awareness	Able to communicate with, relate to and see issues from the perspective of people of other cultures.
Information Gathering	Seeks all possible relevant information for problem solving and decision making; consults widely, probes the facts, analyses issues from different perspectives.
Problem Analysis	Breaks problem into constituent parts and differentiates key elements from the irrelevant or trivial; makes accurate use of logic, and draws sound inferences from information available.
Initiative	Identifying and dealing with issues proactively and persistently; seizing opportunities that arise. Looks to the future and encourages initiative in others.
Sensitivity	Shows consideration, concern and respect for other people's feelings; demonstrates interest in others opinions; is tolerant of differing needs and viewpoints.
Oral Communication Skills	Communicates orally in a manner which is clear, fluent, and to the point, and which holds the audience's attention, both in group and one-to-one situations.

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