



# Job Description

Our Vision: Our dreams, beliefs, spirit and attributes guide everything we do at Journey Together

**Position:** Local Area Coordinator

## Local Area Coordination

We want Aotearoa New Zealand to be a non-disabling society – a place where disabled people can dream big, live well and have an equal opportunity to achieve their goals and aspirations, with all of New Zealand working together to make this happen.

Local Area Coordinators (LACs) walk alongside disabled people and their families and whānau to support them to live a good life within welcoming communities.

Local Area Co-ordination supports individuals, family, whānau and communities by:

- Providing accurate, timely and relevant information
- Assisting people to think about the life they would like to live
- Assisting people to identify their strengths, gifts and interests
- Helping people create achievable steps to creating a good life
- Finding practical solutions to barriers
- Assisting people to 'navigate' the system
- Working to create inclusive and accessible communities

## Purpose of the role

The Local Area Coordinator is responsible for working with disabled people, their families and their communities towards achieving the hopes and dreams of the disabled person in support of our 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

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- 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.
- Undertake any other reasonable duties as may be required to ensure that Journey Together’s business and strategic objectives are met.

**Key Relationships**

**Reporting to:** LAC Team Leader

**Responsible for:** Not applicable

**Liaison:** with local NASC teams, Community Services and Network

**Authorities (If applicable):**

Financial Authority – In accordance with the Delegations Framework

**Job Environment**

Office based, home office based and/or working in the community

**Skills, Knowledge and Experience**

This is a unique role with a deep focus on practice and effectiveness in the community.

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of the disability sector and community organisations/services available in the region.</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal and relationship building skills with the ability to inspire others.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience in working with people with disabilities and their personal networks in a strength based way.</li> </ul>

## 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.

## AccessAbility's Spirit and Attributes

- Thought Leadership
- Entrepreneurial
- Influential
- Visionary
- Responsive
- Collaborative
- Inclusive
- Authentic
- Ethical

**Last updated: 20/02/2020**

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