



# Lived Experience Facilitator (LEF)

## Position Description

### About the role

The Lived Experience Facilitator (LEF) is responsible for co-facilitating and bringing your lived experience as a person with disability who has been, or is on a housing journey to the Summer Foundation's Housing Hub workshops and projects.

The role will work with people with disability and their families, providing online educational and interactive workshops regarding a range of housing options for people who are Participants in the National Disability Insurance Scheme (the NDIS). LEF will also have the opportunity to work on other projects across the organisation.

### About Housing Hub Social Enterprise

The Housing Hub Social Enterprise has been established by Summer Foundation to develop initiatives to develop the SDA housing market across Australia. We work with Housing Seekers and Housing Providers so that people with disability can find the home that is just right.

We have developed a Housing Hub platform to connect people looking for housing with accessible housing options, a Housing Options Team to provide information, resources and capacity building to people with disability on housing options and a Tenancy Matching Service to identify SDA eligible tenants for new SDA properties.

### About Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes.

The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

If you are looking for an opportunity where you can make a difference, work collaboratively with committed and passionate people, we encourage you to join our team.

### Why we exist

The Summer Foundation exists to permanently stop young people with disability from being forced into residential aged care, ensuring people with disability have access to the support required to be in control of where, how and with whom they live.

### How will we know we've succeeded

This problem can be solved, we are doing legacy work, and we are well on track to achieving what we set out to do. In 5 years we expect the Summer Foundation will have achieved its purpose. We will regard this as '*job done*' when the systems, policy settings and markets consistently enable people with disability to live where, how and with whom they choose; experiencing choice and control equal to people without disability.

## Our workplace

We have staff working all across Australia, however our head office is located in Box Hill, Victoria. To meet some of our staff and watch a short clip about our organisation, please go to:

<https://www.summerfoundation.org.au/staff/>

*The Summer Foundation has flexible and supportive work practices. We encourage and welcome people with lived experience of disability to apply.*

## Role details

<b>Position</b>	Lived Experience Facilitator
<b>Team</b>	Housing Hub – Housing Options Team
<b>Direct reports</b>	None
<b>Reports to</b>	Housing Options HR Lead
<b>Status</b>	Casual (\$36.52 per hour)
<b>Location</b>	Across Australia Virtually (currently) and in person
<b>Last updated</b>	4 November 2020

## About the team

The Housing Options team will undertake a community engagement campaign to identify people across Australia who are eligible for Specialist Disability Accommodation Funding and support them to articulate their housing needs and preferences. Your team will identify at least 1,000 people and their preferences within the next 12 months. Your team will develop resources, stories and deliver workshops to engage with people with disabilities and their supporters

## Key responsibilities

### Facilitation

- Co-facilitate workshops and webinars with Housing Hub facilitator/s both in person and online
- Ensuring that participants are well engaged with session delivery
- Input into the design and delivery of workshops and webinars
- Use your lived experiences to enrich the workshops and webinars as appropriate
- Opportunity to be lead facilitator for workshops

### Event Admin

- Ensure in workshop and webinar surveys (via Zoom and in person) are distributed and collected to ensure continual improvements
- General event admin as requested by Lead Facilitator/s

## **Project Work**

- Use your lived experience to design and deliver projects across Summer Foundation and Housing Hub projects such as video content, co-design sessions, feedback on content, development of web-resources etc.
- Breaking projects into doable tasks and setting timeframes
- Regularly communicate with project lead about progress on project
- Format and present findings in line with Housing Hub branding and in a professional manner
- Ensure projects are completed and objective met in the given timeframe and to a high standard

## **General**

- Submit timesheets on a timely manner
- Use tools to monitor and track work hours
- Remain flexible to role changes according to relevant skills and experience, changing work environments, work priorities and organisational needs
- Other duties as requested by Manager

## **Qualifications, skills & experience**

### **Skills & experience**

- Lived experience of disability and the experience of negotiating housing as a person with disability
- Some knowledge of the NDIS and disability housing options and issues
- Some experience of and confidence with public speaking
- Communication skills in the method that works for you (verbal or non-verbal methods, using a speech-generating communication device or support person).
- Strong commitment and knowledge of the rights of people with disability
- Knowledge of Microsoft Office Suite and Google Drive
- Confident ability with building relationships within the sector
- Excellent written skills.
- Excellent presentation skills
- Ability to manage conflicting priorities and be organised in order to meet deadlines
- Adaptable to changing environments
- Able to use a appropriate communication style consistent with work environment

### **Requirements**

- Applicants for this role must be an Australian Citizen or have a valid, legal right to work in Australia
- Police Check prior to commencement
- Access to reliable internet able to consistently handle videoconferencing functions

## Core capabilities

### Teamwork

- Interacts with people effectively and is able and willing to share and receive information
- Co-operates within the team and across teams
- Supports team decisions and puts team goals ahead of personal goals

### Motivation

- Displays energy and enthusiasm in approaching the job
- Commits to putting in additional effort
- Maintains high level of productivity and self-direction

### Reliability

- Takes personal responsibility for job performance
- Completes work in a timely and consistent manner
- Follows through on commitments

### Adaptability

- Adapts to changing work environments, work priorities and organisational needs
- Able to effectively deal with change and diverse people

### Planning and Organizing

- Plans and organises tasks and work responsibilities to achieve objectives
- Sets priorities
- Schedules activities
- Allocates and uses resources properly

### Communication

- Expresses ideas effectively
- Organises and delivers information appropriately
- Listens actively

### Project Management

- Contributes creative ideas and proposes changes to processes and methods, to overcome identified bottlenecks, challenges and issues

*The position description is indicative of the initial expectation of the role and subject to changes to Summer Foundation goals and priorities, activities or focus of the job.*

**Summer Foundation and The Housing Hub are an equal opportunity employer, we know that strength comes with diversity and encourage applicants from a diverse range of backgrounds to apply. We don't discriminate on the basis of age, race, religion, sexual orientation, gender identity or disability.**

## Summer Foundation Principles

The Summer Foundation's principles include:

**working as a team** | we understand, respect and support the contributions and experience of our colleagues. We understand how our individual contribution fits, and we feel confident and empowered to make our best contribution. We embrace and value diversity in our workplace.

**a healthy approach to communication** | We come to discussions prepared and ready to contribute. The how, why and by who of decision making is known and understood. The right people are in the right conversations. Our conversations are healthy, respectful, robust at times and safe.

**shared clarity and commitment to purpose** | We all have a strong, shared understanding of our 'why'. Our 'Why' is central to our strategy, decision making and actions.

**working authentically** | People with lived experience are central to our work and we purposefully and professionally incorporate this experience and expertise in our work. We focus closely on the impact of our work, and we strive to always deliver work to the highest standard.

**a smart responsible and considered approach** | We invest in efficient, continuously improving processes, and prioritise time for learning and reflection. We celebrate our successes and promote having fun at work. We work in a way that respects our environment.

## Safety

All employees must comply with the Summer Foundation Occupational Health & Safety policy. Employees are also encouraged to attend environmental training, and raise any local issues, environmental incidents, ideas and improvements to their manager.