



Fragile X Social Work and Community Development

Fragile X Association of Australia A small member-based charity established 30 years ago to support Australians affected by Fragile X disorders including Fragile X syndrome, which is the leading cause of inherited intellectual disability. Our focus is on providing information, support and counselling, and increasing awareness of Fragile X.

About this role This newly created role encompasses support of the Fragile X community and the development and operation of our organisation. It will involve responding to Helpline enquiries, providing counselling, referrals and guidance by phone and online, liaising with health and disability organisations and services, promoting awareness of Fragile X, creating communications about Fragile X, and assisting with planning, projects and events.

This part-time position is 3 days per week, based in Brookvale (Sydney) and reports to the Executive Officer.

Responsibilities:

Social work / counselling and community development

The primary role is to provide information, referral and counselling support and advocacy to people living with Fragile X, their families and carers. This includes those newly diagnosed with a Fragile X condition, or as a carrier.

Responsibilities include:

- Telephone counselling support: Helpline support by phone, online or in person
- Referral to service providers, specialist and other supports, including allied health professionals
- Contribution to the development & coordination of a referral database
- Advocacy and support in relation to a range of issues including education and NDIS
- Counselling support and information on testing, diagnosis and treatment
- Contribution to the development of information and resources on Fragile X
- Reporting and recording of case notes as required.

Organisational support / community development / communications

You will work with the Executive Officer to interact with the wider Fragile X community including individuals directly affected by Fragile X, their families and carers, health and support professionals, service providers, donors, sponsors and the Board. The role involves:

- Planning, project work, administration and events
- Contribution to communications including social media, website and newsletter
- Participation in meetings with key parties and organisations
- Promotion of Fragile X awareness as directed
- Updating our Fragile X register, and documenting and reporting as required

Selection criteria:

Essential

- Relevant formal qualifications in Social work or Psychology and current full professional registration with the relevant professional body
- Significant experience in providing counselling to individuals and group work with families and carers with complex support needs
- Experience in providing advocacy or referral
- Demonstrated clinical experience in the health or disability sector
- Working knowledge of issues related to intellectual disability, developmental delay, learning difficulties, responding to challenging behaviours and parent support needs
- Skills in planning, implementing projects, administration or communications

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Desirable

- Sound knowledge and understanding of Fragile X conditions and their impact on those affected and on families
- Experience working with people with Autism Spectrum Disorder
- Demonstrated experience in the provision of training, including presentations, online and webinars
- Familiarity with not-for-profit culture

Key competencies:

You:

- Have the demonstrated ability to interact with a diverse range of people, both in person and remotely
- Are able to work independently as well as co-operatively in a small team environment
- Are versatile and flexible with strong adaptive capacity
- Have effective computer skills, including the Microsoft Office suite, and database input
- Demonstrated experience in the use of social media in a professional context

Job requirements (essential):

- Current Working with Children Check clearance
- National Criminal History Check clearance

Salary and benefits

- Salary and conditions of employment in accordance with *the Social, Community, Home Care and Disability Services Industry Award* plus superannuation and including a salary package option
- 3 days per week, flexible

To apply:

Send a covering letter addressing the selection criteria and your CV to:

Wendy Bruce, Executive Officer, Fragile X Association of Australia at wendy@fragilex.org.au

Queries: Contact Wendy Bruce on 02 9907 2366

Applications close: Monday 9 July 2018, 5pm



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