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## JOB VACANCY

### Zero Barriers Coordinator

Part-time: 14 hs/week (with potential to increase to 21hs/week-subject to funding)

Salary and conditions: above SCHADS Award (level 5.1), \$48.77 per hour,

**\$ 682.78 per week**

*Excellent employment conditions.*

**Closing date for applications: 5.00 pm on Friday 7<sup>th</sup> July 2023.**

**The Multicultural Network Inc (TMN) is a non-profit community organisation working to strengthen the capacity of our diverse communities.**

The Multicultural Network Inc is seeking a Zero Barriers Project Coordinator to engage businesses and services to learn more about barriers faced by customers or clients with disability, and to make easy changes to improve accessibility.

Zero Barriers educates the business and services community to assess their inclusiveness for all customers and assist them with education to implement low or no cost strategies to improve accessibility for all, so that people with disability, the elderly or people with limited mobility can shop and/or use services like everyone else in the community. For more information on Zero Barriers, please see: <https://zerobarriers.net.au/>

The successful candidate would have relevant project management, social services/community work qualifications and experience and understanding of barriers faced by people with disability in mainstream when using services or shopping. This suits an applicant with experience in reporting, facilitating guidance and information to the community and developing initiatives for better informed business and services. The role requires someone with proficient organisational and computer skills.

**Position Specification:** Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent including overseas qualifications; demonstrated experience in project management; demonstrated experience in delivering information, training and presentations; excellent communication skills both written and verbal; significant experience to network, liaise, manage and enhance collaborative partnerships with key stakeholders in particular governments, services and/or

business networks and, the ability to prioritise competing demands and complete the tasks within agreed timeframe.

Please address the following criteria in your application. You **MUST** address the selection criteria for your application to be considered:

**Essential Criteria**

1. Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent including overseas qualifications
2. Demonstrated experience in project management
3. Demonstrated experience in delivering information, training and presentations
4. Excellent communication skills both written and verbal
5. Significant experience to network, liaise, manage and enhance collaborative partnerships with key stakeholders
6. Ability to prioritise competing demands and complete the tasks within agreed timeframes.

**Desirable Criteria**

1. Knowledge and experience in working with people with disability

For further enquiries: please contact Roxana Rascon – Executive Officer: [eo@tmn.net.au](mailto:eo@tmn.net.au) or Mob: 0404 156 465.

**Written applications must address the essential and desirable criteria and include contact details of at least 2 work referees. Applications without addressing selection criteria won't be considered**

**Please note the closing date for applications to this job is 5.00 pm on Friday 7<sup>th</sup> July 2023. Please email your application to: [eo@tmn.net.au](mailto:eo@tmn.net.au)**

**The successful candidate is required to undergo relevant checks.**

**The Multicultural Network Inc.  
Section 2 Team Management  
Document 2 .02-2-1c Job Description –  
Zero Barriers Project Officer**

<b>Name of Position</b>	<b>Zero Barriers Project Coordinator</b>
<b>Position Purpose</b>	To educate and engage businesses and services to increase access for people with disabilities and people with barriers to shop or access services.
<b>Responsible to</b>	Management Committee
<b>Accountable to</b>	Executive Officer
<b>Geographic Area</b>	Sydney metro Local Government Areas and regional
<b>Award &amp; Category</b>	SCHADS Level 5
<b>Employment</b>	Part Time
<b>Hours of Employment per week</b>	14 to 21 hours

The Zero Barriers project aims to make businesses and services accessible to people with disabilities or people that encounter barriers when shopping or using services like everyone else in the community.

Zero Barriers educates the business and services community to assess their inclusiveness for all customers and assist them with education to implement low or no cost strategies to improve accessibility for all. The project engages services, businesses, community organisations, and sports, social or recreational clubs and assists them to understand barriers faced by customer with disability and enhances their capacity to deliver services with no barriers for people with disabilities.

### **Project Coordinator Duties**

- To consult with relevant stakeholders, people with disabilities and their carers, older people and people with limited mobility on the main barriers they face when using services or businesses.
- To increase businesses and services' understanding of barriers faced by customers with disability to shop and use services as everyone else.
- To liaise with businesses, agencies and services and recruit them to participate in Zero Barriers through making their business, service or activities disability inclusive

- To update the Zero Barriers Accessibility Guide for services, agencies and business in consultation with stakeholders, the Zero Barriers directory, website and all other relevant resources
- To provide training and one to one support to services, businesses and agencies to guide them in becoming more inclusive
- To promote disability friendly initiatives through the annual Zero Barriers Excellence Awards that recognizes businesses and services that made improvement to customer service, business practices, premises, communication and/or products and services to eliminate barriers for people with disabilities
- To train and supervise students on placement to help in the rollout of Zero Barriers in our members' local government areas
- To maintain members informed and supported through quarterly meetings
- To support and guide Councils with limited memberships to implement the project in their Local Government Areas
- To increase membership to the project and seek opportunities for funding and growth

## **Duties of all Team Members**

- To assist the organisation to provide a high quality service by ensuring you are aware of, and comply with, all Policies & Procedures that impact upon your position including:
  - This Job Description;
  - Service Users Rights and Responsibilities;
  - Code of Behaviour and Confidentiality Agreement;
  - Work Health & Safety; and
  - Team Member Performance Dispute & Grievance Procedures.
- To have input into the development and safe running of the Service by:
  - Identifying service problem areas, suggesting improvements and assisting in the further development of policies and procedures;
  - Assisting in the development of workplans as required based on strategic plan;
  - Assisting in the Identification of unmet needs;
  - Promoting the project to Service Users and the community;
  - Keeping records and providing data & reports as required;
  - Working under "Duty of Care" principles, exercising all reasonable care when working with Service Users and other Team Members;

- Being mindful of safety and identifying and reporting any concerns for Service Users wellbeing, incidents, hazards, emergency situations or maintenance required according to Work Health and Safety (WH& S) procedures;
- Attending training as requested; and
- Assisting in regular service evaluation.
- To assist the organisation to build a cohesive, constructive, happy and effective team by:
  - Assisting in the identification of the training and support you need to improve performance of your duties;
  - Participating in Team Member meetings, attending in-service training, supervision, workplace reviews and Team Member appraisals as required;
  - Keeping your supervisor informed of any problems that may arise in the performance of your duties;
  - Assisting in other duties while Team Members are on leave;
  - Supporting and working cooperatively with other Team Members including:
    - The training of other Team Members as directed;
    - Behaving in a professional, honest and ethical manner, respecting persons, place and property;
    - Passing on all relevant and appropriate information to other Team Members to ensure the Service operates effectively; and
    - Undertaking your duties in a manner which enhances the well being of the team.
- Other duties as reasonably required