

# Position Description

## Educator – IDRS Justice Advocacy Service Focus

<b>Title</b>	Educator– Intellectual Disability Rights Service IDRS Focus on Justice Advocacy Service		
<b>Role Purpose</b>	<p>Develop and deliver innovative training and communication strategies to build capacity and motivation of criminal justice agency staff (NSW Police, court-based staff, solicitors and others) to interact and work more effectively with people with cognitive impairment.</p> <p>Provide training to Justice Advocacy Service (JAS) volunteers to equip them to support people with cognitive impairment at police stations, courts and legal appointments.</p> <p>Guide, advise and build the capacity of JAS staff to prepare and deliver effective information.</p>		
<b>Reports to</b>	<p>This position be part of the Education and Projects team of Intellectual Disability Rights Service Inc.</p> <p>The position will initially be focused on Justice Advocacy Service training goals and will also work closely with Program Director JAS.</p>		
<b>Hours</b>	Full time 37.5 hours week		
<b>Position location</b>	It is anticipated that the Educator position will be based in the Sydney CBD office of IDRS. Working from a regional location with regular attendance in Sydney may be considered.		
<b>Travel</b>	The position will involve occasional overnight travel within NSW.		
<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Manager Education and Projects</li> <li>• Program Director Justice Advocacy Service</li> <li>• Volunteers</li> <li>• Staff</li> <li>• Board</li> <li>• IDRS Members</li> </ul>	<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Clients/Service Users</li> <li>• People with cognitive impairment</li> <li>• Government service employees including NSW Police, Court Staff, Solicitors</li> <li>• Community Based Organisations</li> <li>• First Nations Community Organisations</li> <li>• Disability Services</li> </ul>

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KRA	<i>Key Tasks</i>
	This position will initially work with the Justice Advocacy Service
Design and develop training packages and resources	<ul style="list-style-type: none"> <li>• Collaborate with internal and external stakeholders, including people with cognitive impairment, to identify training needs and opportunities and to develop training programs.</li> <li>• Design and develop a range of training packages targeted to improve the ability of criminal justice agency staff (police, court staff and solicitors) to recognise cognitive impairment and to respond more effectively to people with cognitive impairment.</li> <li>• Design training for volunteer support persons working with Justice Advocacy Service.</li> <li>• Create and maintain innovative information resources in a variety of formats to support training.</li> <li>• Continuously improve and update training and information programs/resources.</li> <li>• Collaborate to develop training strategies which will ultimately improve the experience of people with cognitive impairment when they are involved with the criminal justice system.</li> </ul>
Promote, deliver and evaluate education programs	<ul style="list-style-type: none"> <li>• Promote and negotiate opportunities to deliver JAS education and training to target groups in keeping with JAS training plan.</li> <li>• Deliver training to Criminal Justice Agency staff using multi modal delivery approaches.</li> <li>• Deliver education programs to volunteer support persons.</li> <li>• Work with co-educators with lived experience of cognitive impairment to prepare and co-deliver selected training.</li> <li>• Design and apply structured evaluation strategies to assess and improve effectiveness of training programs.</li> <li>• Review training packages regularly to ensure currency and continuous improvement.</li> </ul>
Staff support and skill development.	<ul style="list-style-type: none"> <li>• Guide, support and develop the capacity of JAS staff to plan and deliver information sessions.</li> <li>• Develop training resources to support information sessions presented by other JAS staff.</li> <li>• Work collaboratively with co-educators with cognitive impairment to develop their training skills and to prepare for co-presentation of training.</li> </ul>
Staff support and skill development.	<ul style="list-style-type: none"> <li>• Work with co-educators with cognitive impairment to develop their training skills and to prepare training sessions.</li> <li>• Guide and support JAS staff in planning and delivering information and service promotion sessions.</li> <li>• Develop resources to support information sessions presented by other JAS staff.</li> </ul>

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Administration	<ul style="list-style-type: none"> <li>• Comply with all relevant IDRS and JAS Policies and Procedures.</li> <li>• Maintain data base and other records.</li> <li>• General administrative tasks to support training.</li> </ul>