



POSITION DESCRIPTION – TRAVELLER

General Information

PROGRAM NAME

Speak My Language (SML) – “Culturally diverse communities talking about living well with a disability”

PROGRAM DESCRIPTION

The Speak My Language (SML) program – Culturally diverse communities talking about living well with a disability is a national initiative delivered over 2021 and 2022.

SML involves culturally diverse Australians with disabilities, and their supporters, sharing real stories and experiences via podcast and on radio. The stories will be about living well with a disability, and they will inform people about using personal skills and inclusive and accessible mainstream resources available in the community that can support people to live well.

Additional interviews with guest speakers will give accurate and up-to-date information about further resources and opportunities in the community.

The podcasts will provide practical tips on utilising personal skills, and community resources and networks, in order to live well with disability - at home, in the community and at work or school. Importantly, we are aiming to deliver this content in over 25 community languages.

FUNDING

SML is funded by the Commonwealth Department of Social Services

ABOUT THIS ROLE (Traveller)

PURPOSE OF THE ROLE

To create interesting and useful podcasts in a language other than English, that uses the power of storytelling to deliver information about living well with a disability. Stories will be from people with disabilities from culturally diverse communities. Interviews with guest speakers will give additional information about accessible and inclusive mainstream resources available in the community that support people to live well.

ESSENTIAL CRITERIA

- An inclusive attitude and respectful language relating to people with disabilities
- Good communication skills
- Fluency in both English and the community language
- Comfortable using on-line forms and interactive websites
- Good computer skills and file management (finding files, downloading files, and uploading files)
- Access to a desktop or laptop and reliable internet access
- Demonstrated ability to meet reasonable timeframes when working independently
- Experience working in a remote team (i.e. not in on office)
- Willingness to have your name, voice and/or image in the public domain (on the internet, in social media, on radio).
- Successful completion of the training components, demonstrating the following:
 - Understanding the influences and sensitivities of culture and attitudes to people with disabilities
 - Privacy, Duty of Care and Conflict of Interest
 - Ability to record interviews using a variety of software
 - Ability to represent and implement the SML Principles
 - Ability to represent and promote the SML Brand
- Travellers must agree to a Police Check (unless they already have a current check).

SML encourages people with lived experience of disability or some experience of a person with disability in their life, to apply.

TASKS

- Encourage and support people with disabilities from culturally diverse communities who are wanting to share their story about living well with a disability, ensuring their rights and choices are upheld.
- With the support of your SML Coordinator and the SML National Team, find bi-lingual guest speakers who have information about resources available in the community to support people with disabilities to live well.
- Create interesting and useful podcasts in a language other than English.
- Work with the Safeguarding Mentor (where required) to ensure SML upholds its Duty of Care and Principles.
- Work with the Quality Assurance Team (sound editors and language checkers) to maintain the sound quality and adherence to SML Principles.
- Collect all information required and enter it into the SML Portal (website) including in a language other than English.
- Promote the Speak My Language program in the community/communities you are connected with and/or working in.

DUTIES AND RESPONSIBILITIES

- Uphold the Principles of the SML program and represent the SML brand positively.
- Engage people with disabilities from culturally diverse communities in the SML program.
- Ensure that SML content meets the required standards for sound and content quality.
- Promote SML to your target community/communities whilst upholding the SML Principles.
- Contribute to upholding Duty of Care towards children and/or vulnerable adults, and all people who trust us with their personal and sensitive information.
- Contribute to ensuring appropriate documentation and records are kept guaranteeing accountability to stakeholders.

HOURS

Speak My Language Travellers are employed on a casual basis for a maximum 84 hours over 17 weeks, with the first four weeks or 26 hours devoted to training.

RATE OF PAY

SCHADDS Casual L3 ppt1, else L3 ppt depending on tertiary qualifications.

PROBATION

This position is subject to a probation period of 4 weeks or 26 hours (training period). At that time, the employee is required to achieve a 'pass' mark for training assignments. This an important risk mitigation activity that ensures SML and the employer, upholds the Duty of Care owed to potentially vulnerable adults who engage with the SML program. In addition, the standards set at training will ensure the content produced by SML is of high quality, accurate and reliable.

Proudly delivered in partnership by all State and Territory Multicultural Councils, Ethnic and Multicultural Communities' Councils around Australia. SML is funded by the Commonwealth Department of Social Services.



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