

JOB DESCRIPTION

Access Coordinator

Position Details

Position Title: Access Coordinator – Bay of Plenty,
Permanent, Part-time – 10 hours per week

Location: Tauranga

Date Issued: April 2024

Our Organisation

1 in 4 New Zealanders live with an impairment; however our society does not operate in a way where everyone can participate. This lack of participation can be due to a physical barrier; a barrier created by other people's attitudes and behaviours; or by a lack of access to information. These barriers create an environment that disables people.

CCS Disability Action is an organisation that supports people of all ages, and across the diverse cultures and disabilities in Aotearoa/New Zealand society. We have a role in removing the many barriers that disable people.

CCS Disability Action builds our work around three core documents:

- United Nations Convention on the Rights of Persons with Disabilities
- Te Tiriti o Waitangi
- New Zealand Disability Strategy

These documents mean we work within a human rights framework. We partner with disabled people, their families and whanau, to ensure that people with disabilities are in the driver's seat in their lives, have a positive and connected life, and that their local communities are more inclusive.

In our work, CCS Disability Action connects with all parts of Aotearoa/New Zealand. We recognise Maori as Tangata Whenua, and are committed to being in relationships with Hapu and Iwi so that we continue to develop our ability to support disabled Maori and their whanau.

CCS Disability Action has a regional structure with local offices. We provide disability support to over 6,500 disabled people and their families each year.

We run the Mobility Parking scheme which supports over 95,000 people to more easily access their local towns and facilities.

We measure success by our ability to connect people with disabilities with the range of life opportunities that every New Zealander might reasonably expect:

- belonging in a family or whanau
- learning
- having friends and relationships
- having choices about where we live
- having meaningful work and leisure opportunities
- participating in the community
- belonging culturally and spiritually in a way that has personal meaning

Our Foundation Statement

Te Hunga Haua Mauri mo nga Tangata Katoa

This statement forms the foundation of our identity and means that all people have Mauri, unique life force, and that we value every person equally.

Our Vision

Including All People

CCS Disability Action has a vision that every disabled person will be included in the life of their family and community.

To achieve our vision we are taking action to make Aotearoa/New Zealand a society where everyone plays their part to include all people - family members, friends, Hapu, Iwi, educators, health workers, business people, employers, councils, Government, community agencies and the public.

Our Purpose

To strengthen communities and provide support so people with disabilities are included in the life of their family and in their community.

We Value

- Mauri, the unique lifeforce of each person
- Disabled peoples' leadership
- The connections of family, whanau and community
- The common ground between us and also our differences
- The allies and partners in our work

Purpose of the Position

The purpose of this role is to coordinate the Branch response to the National Access Strategy, creating accessible and inclusive communities by affecting change to transport and built environments so that disabled people have access to the same opportunities as other New Zealanders.

Reports to

Branch Service Manager

Staff Responsibilities

Nil

Functional Relationships

Internal

- CCS Disability Action staff, local, regional and national
- Local Advisory Committee
- CCS Disability Action members

External

- Disabled people and families and whanau
- Territorial authorities, Local and regional councils, including their disability advisory committees
- Related Maori organisations and Iwi authorities
- Developers, architects and planners
- Community organisations and non-government organisations.
- Education providers
- Government departments and agencies such as Ministry of Education, Ministry of Social Development, Oranga Tamariki and ACC
- Employers and Employment Networks

Key Outcomes

- A decrease in the physical and attitudinal barriers experienced by disabled people.
- An increase in people being able to gain access to the ordinary places, activities and opportunities within their chosen community life.
- Disabled people being able to use all areas of community settings at the same time and for the same purpose as other citizens.
- Disabled people are contributors in the planning and decision making within local communities.
- There is an increased community understanding of the responsibility for accessibility.

- To work across the region in ways that support National and Regional contracts and projects.

Key Tasks

Tasks	Expected Outcomes
<p>1. To collaboratively work with and represent the views and needs of disabled people and their whanau / family.</p>	<p>a) Contact is made with disabled people, and whanau / family, consumer groups / organisations in order to work co-operatively in identifying access issues.</p> <p>b) Interested people are informed of matters relating to access and what action has been taken to address barriers.</p> <p>c) Access groups are facilitated and supported in Tauranga and Rotorua and steps to re-engage in Whakatane have been implemented.</p>
<p>2. To resolve barriers to full community participation by disabled people and whanau / family</p>	<p>a) Issues / concerns are identified and documented.</p> <p>b) Strategies and actions to address and remove barriers to full community access have been developed and applied.</p>
<p>3. To monitor the development of new and modified environments to ensure full compliance with relevant codes</p>	<p>a) Contact and liaison with relevant organisations (local and national) and individuals has been maintained.</p> <p>b) Adherence to relevant codes / legislation is promoted and acted upon.</p> <p>c) Verbal and written submissions are made to appropriate statutory agencies / organisations during relevant planning processes or as deemed necessary.</p>

	d) Barrier free audits have been arranged when required.
4. To monitor National legislation and Regional policy development for its implication for disabled people.	a) Submissions have been made relating to legislature, policy and human rights.
5. To promote knowledge of understanding of access issues and rights	<p>a) Lobbying and advocacy has occurred to redress access restrictions or barriers to community participation by all citizens.</p> <p>b) Universal Design is promoted at every opportunity.</p> <p>c) Comprehensive information relating to access is available</p> <p>d) Create relationships with community stakeholders</p> <p>e) Develop, implement and facilitate training to internal and external parties that will promote and improve access.</p>
6. To have effective liaison with the Team at CCS Disability Action BOP	<p>a) Staff report they are supported to address access issues they encounter in the course of their work.</p> <p>b) Work occurs with staff from the Maori unit to address marae access issues</p> <p>c) Attendance and constructive participation in team meetings occurs.</p> <p>d) Development and maintenance of positive working relationships with colleagues is enhanced.</p> <p>e) Community access is promoted at community events as opportunities arise amongst the team.</p> <p>f) Participation in service and planning meetings occurs regularly.</p> <p>g) Team members are kept informed and engaged.</p>
7. To contribute to the national development our Access work	<p>a) The BOP Regional Access Coordinator will collaborate nationally with all other regional access coordinators.</p> <p>b) National contracts and projects will be understood and championed</p>

	<p>locally. c) Regional developments are shared with staff and disabled people as opportunities arise d) Reporting occurs biannually</p>
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Person Specification

It is expected that the incumbent will be able to demonstrate the following personal skills and attributes, and professional skills and knowledge.

- Experience in a service delivery organisation;
- Understanding of the disability sector and ability to relate to disabled people in a positive affirming manner.
- Understanding of and commitment to the philosophy of inclusion
- Ability to develop, implement and facilitate training that will promote and improve access to internal and external parties
- Knowledge of access issues
- Have excellent written and oral communication
- Excellent facilitation skills
- Lobbying and advocacy skills
- Creativity, lateral thinking and a solution focus
- Ability to initiate projects, and to work independently and in collaboration
- Ability to interpret legislation and policy, to research, analyse and respond, including the writing of submissions

Competencies

1. Interpersonal skills

To interact with others in a way that shows understanding of and respect for their feelings and concerns. The ability to listen deeply, think about the effects of what they do and being able to change their behaviour to accommodate the needs of others when this is appropriate. Builds and sustains positive relationships with people we support, families and whanau, colleagues and networks.

It also involves the ability to present a point of view in a way likely to lead to productive outcomes, anticipating and minimising unnecessary conflict, and identifying and using opportunities for resolution.

2. Communication skills (oral and written)

The ability to express thoughts and ideas clearly and effectively, to a range of different audiences, in a variety of formal and informal situations. It includes the ability to relate to people from diverse backgrounds including people with disabilities and people from different cultural backgrounds in a way that recognises and respects their background or culture.

Excellent written communication skills, including the development of plans, reviews, reports and individual notes

3. Team Approach

An enthusiasm for working co-operatively with others and building consensus to achieve results.

This implies a flexible approach and a willingness to carry out tasks not normally part of their own role, in order to achieve organisational objectives. It also implies a willingness to contribute beyond their own particular role and responsibility when this is in the best interests of the organisation.

4. Service focus

Understanding of the importance of the people we support, their families and whanau, our support staff and the wider community to the organisation and the work we do and the ability to reflect this in all aspects of their work.

5. Commitment to Te Tiriti o Waitangi

Understanding of the position of Maori as Tangata Whenua and their individual and collective aspirations. Commitment to te Tiriti o Waitangi and understanding of the implications of the Treaty for all aspects of the operation of CCS Disability Action.

Knowledge of and respect for local Kawa and Te Reo, and the ability to conduct oneself appropriately in a Maori cultural setting.

6. Disability Rights

Is familiar with the UN Convention on the Rights of Persons with Disabilities, the NZ Disability Strategy and the Health and Disability Commissioners Code of Rights. Illustrates commitment to disability rights and disabled leadership. Contributes to the organisation's development of a rights based approach.

7. Self management

Personal ability to identify what needs to be done and to organise and motivate self to do it.

This includes proactively identifying potential opportunities or problems and initiating action to address these, as well as being prepared to tackle areas

outside their immediate experience or skill level. Utilises supervision and training to enhance quality practice.

Takes personal responsibility for managing a workload to produce quality work and meet deadlines, including when multi tasking and managing competing priorities. Self management also requires excellent time management skills and approaching work with a positive focus on objectives, so that they are able to adjust their approach as requirements change and cope with setbacks while behaving appropriately at all times.

8. Sensitivity to context

Appreciation of the culture and complexities of the community and disability sectors and the workings of the Government sector, and the ability to work effectively within these environments to achieve the organisation's objectives.

Development of a strong knowledge of our community and the varied groups, organisations and networks within the area.

9. Ability to relate to a diverse range of people

Ability to relate to a diverse range of people with and without disabilities in a way that affirms them as individuals i.e. recognises their rights, is culturally aware, acknowledges their aspirations, sensitive to their realities and the practical, communication and attitudinal barriers that they face day to day.

10. Administration and IT skills

Proficiency in use of Outlook, Word, and database management

Other requirements

- Current full drivers licence
- Some flexibility with hours of work may be required
- Competence in administration and an excellent telephone manner

Signed: _____

Name: _____

Date: _____

On Behalf of CCS Disability Action

Signed: _____

Name: _____

Position: _____

Date: _____