

CONSTITUENT BOARD MEMBER SUPPORT OFFICER

Recruitment Pack

REPORTS TO	LOCATION	EMPLOYMENT
Tania Lawrie, CEO	CLA office, 5 Nundah Street, Nundah	Casual, SCHADS Level 3 or 4

Welcome

Thank you for your interest in the Constituent Board Member Support Officer role. This is a meaningful opportunity to help Constituent Board Members take part in Board meetings with confidence, understanding and dignity.

You will help people understand information, prepare questions and express their own views. You will not make decisions for them or tell them what to think.

About Community Living Association

Community Living Association (CLA) is a Brisbane-based organisation that supports people with cognitive and learning disabilities, young people, families and communities. CLA works alongside people to build relationships, resources, knowledge and decision-making capacity, and to strengthen inclusion, independence and connection.

Who you would support

You would currently support up to four Constituent Board Members who have an intellectual disability. The group may include young people in the future.

- Each person will have different communication, information and support needs.
- Your approach must be respectful, patient, neutral and guided by supported decision making.
- Plain English and/or Easy Read versions of Board reports will be provided by CLA Reception.

CLA Board and governance

The Board guides CLA, makes important decisions and checks that the organisation is safe, fair, well managed and focused on its purpose. The Board may have up to ten members and includes people with lived experience (Constituent members), family and community knowledge, and professional expertise.

Constituent Board Members are an important part of the Board. The Support Officer helps them prepare for meetings, follow the discussion and participate in decisions.

When, where and how meetings are run

When

Board meetings are usually held every six weeks. The Board meeting is generally from 6:00 pm to 8:00 pm, with preparation beforehand (a total of 5 hours work for each meeting). Additional meetings may be required.

Where

Meetings are generally held at the Nundah or Chermside libraries. Face to face support is required for this role.

Time required

Approximately five hours every six weeks, including reading papers, meeting with members before the Board meeting and attending the meeting. Extra hours may be offered for additional meetings or follow-up.

How

Before the meeting, you review papers and meet with members to explain key information and prepare questions. During the meeting, you help members follow the agenda and discussion. After the meeting, you note any follow-up and help members understand agreed actions.

What you will do

- Read Board papers before meetings and identify information that may need further explanation.
- Meet with Constituent Board Members before the meeting to check understanding and prepare questions.
- Help members consider choices, risks, recommendations and conflicts of interest.
- Attend the Board meeting and help members follow the agenda and discussion.
- Write down agreed questions or comments and prompt members gently when authorised.
- Keep Board papers, discussions and personal information strictly confidential.
- Follow up agreed questions or actions after the meeting.
- Maintain clear professional boundaries and protect each member's right to make their own decision.

Skills and experience we value

- Experience supporting people with intellectual disability and, ideally, young people.
- Ability to explain complex information clearly and check understanding.
- Understanding of supported decision making and the importance of remaining neutral.
- Patience, reliability, good preparation and strong listening skills.
- Confidence working in a formal and confidential Board setting.
- Ability to support participation without speaking for, directing or influencing a Board Member.
- Governance or committee experience is preferred.

Employment and pay

This is a casual position under the Social, Community, Home Care and Disability Services Industry Award (SCHADS Award). The role will be classified at Level 3 or 4 (\$50.61 / hr - \$58.38 / hr) depending on the number of people being supported and the successful applicant's relevant skills and experience. The role is expected to take 5 hours every 6 weeks.

Confidentiality and safe practice

The role involves access to confidential Board papers, discussions, personal information and organisational information. The Support Officer must understand confidentiality, conflicts of interest, ethical conduct, supported decision making and the difference between supporting a person's decision and influencing it.

How to apply

If this role feels like a good fit for your skills, values and commitment to inclusion, we would be pleased to hear from you.

Please provide a current CV, and a brief cover letter outlining your relevant experience to:

Tania Lawrie, CEO
reception@communityliving.org.au | 07 3266 5633

The successful applicant will need:

- a current Blue Card
- a current NDIS Worker Screening Card
- Photo ID
- signed confidentiality, Code of Conduct and conflict of interest forms

Please note that this is a rolling recruitment and we will appoint when we identify a suitable person.

Your support can help Constituent Board Members feel prepared, respected and included in CLA governance.