



People with Disabilities WA State Conference 2022

Wednesday 7 & Thursday 8 December 2022
Bendat Community Centre, Wembley, WA

Conference Support Worker Role Description

Event The [People with Disabilities WA State Conference 2022](#), is disability-led WA conference which has the theme “Inclusive Communities”.

[People with Disabilities WA](#) is the peak consumer body and is hosting the conference, with logistical and administrative support from [Evolve WA](#).

The conference is delivered in partnership with the **Department of Communities** and **Lotterywest** and will be opened by **Hon. Don Punch MLA**, Minister for Disability Services, Small Business, Fisheries, Seniors and Aging.

Delegates will include people with lived experience of disability, along with professionals, service providers and decision makers of all stripes.

Dates To apply for this role, you **MUST** be available:

- Friday 2 December 3pm-5pm, West Leederville (orientation session)
- Wednesday 7 December 8am-6pm, Wembley
- Thursday 8 December 8am-8pm, Wembley

Please note that you will not necessarily be required to work all of these hours. Workers will be allocated a specific shift, based on conference needs.

Role Conference Support Worker

Purpose To provide support and assistance to conference organisers and participants including general logistical support and specialist disability support, as needed.

Participants who require intensive 1:1 or highly specialised support will bring their own dedicated support worker. These roles are to assist other delegates who do not have their own support worker, but may still need some assistance.

Contract Casual contract

Type

Pay \$35 per hour.

Roles and Responsibilities

Workers will be allocated specific roles from among the following tasks:

Disability Support

- Help **welcome and support participants** with a disability, proactively offering assistance and helping ensure they have everything they need to enjoy a great event.
- Assist participants to **find the correct room** in the venue, accompanying them, if needed.
- Assist participants to review and **understand the conference program**.
- **Mealtime assistance:** help with food and beverage service, based on individual needs. This will require you to proactively offer assistance to participants and may include:
 - Collecting a meal for someone and taking it to them, upon request.
 - Accompanying someone to collect their own meal and assisting with service.
- **Location Attendants:** assist delegates in a specific location including:
 - **Lift attendant:** helping people move between floors and directing able bodied people to the stairs if there is high congestion.
 - **Marquee Access attendant:** helping people move safely from the conference venue to the marquee in the carpark at the side of the building, including accompanying individuals who may need extra assistance.
 - **General Access attendant:** assisting speakers and delegates with other assistance needs such as access to the stage ramp, assistance with doors etc.
- **Mental health and emotional support:** provide caring support to anyone who becomes anxious or distressed. This may include accompanying someone to our dedicated Quiet Room in the upstairs boardroom for some time out and just offering a friendly listening ear. You will be provided with specific guidance as to what is required and there will be support available if you need assistance or the person needs specialist help.

NOTE: Those who need 1:1 or specialist assistance will have their own support worker, so it is not anticipated that toileting support will be required. Similarly you are not expected to provide medical or specialised communication support.

Conference Logistics

- **Conference set up:** help set up venue, signage, registration and information tables and prepare materials and resources as directed.
- **Registration desk:** welcome participants, allocate conference bags and programs, provide directions and customer service, answer questions and if needed connect participants with other support workers to provide further assistance (no cash handling).
- **Parking and carpark attendants** helping to direct arriving cars and help people find our outdoor marquee safely.
- **Ushering and customer service**
- **Assisting presenters as needed**, such as time keeping, running errands or handing out resources.
- **Other tasks** as may be requested by conference organisers.

Selection Criteria

Essential

1. **Cert III or IV in Community Services, Disability Support** or equivalent experience.
2. At least two years' experience in a direct support role (paid or voluntary), working with adult clients with disabilities.
3. Comfortable interacting with people with **diverse types of disability** including physical, intellectual, neurological, psychosocial (mental health) or sensory disability. (You don't need to be an expert or have specialist skills, but you do need to be polite, helpful and respectful, regardless of disability).
4. **Excellent communication skills** and a warm, friendly and professional manner.
5. Flexibility and willingness to **assist with diverse tasks**, as needed, such as those listed above.
6. A positive and **contemporary attitude towards disability**.
7. Able to **work collaboratively** with other staff to provide outstanding customer service in a conference setting.
8. **Availability** for the full conference (7-8 December 2022) AND the orientation session Friday 2 December 3pm-5pm, West Leederville.
9. Experience in events, hospitality or customer service would be well regarded but not essential.

Selection Process

If you have questions, please contact jane@evolvewa.com.au

If you would like to apply, please [click here](#) to apply by 25 November.

You will need to answer the questions on the application form and provide the names of two referees who can confirm your experience.

All applicants will be advised of the outcome of their applications by 26 November.

Thank you for your interest.