

# Position Description

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**INCUMBENT:**

**POSITION:** Advocate, Disability Royal commission

**LOCATION:** Wagga Wagga and Wodonga (2 positions)

**REPORTS TO:** Manager Advocacy

**HOURS:** 30 hours per week

**WORK DAYS:** Negotiable

**TERMS:** Fix term contract to 30 June 2022

**CLASSIFICATION:** SCHCADS Modern Award, Level 5 point.

## 1. POSITION CONTEXT:

Regional Disability Advocacy Service (RDAS) provides independent, free and local advocacy services providing a voice and empowerment to people with all types of disability and all ages, living in North East Victoria and Southern parts of New South Wales including the Riverina. RDAS advocates, informs, trains and resources individuals and organisations in human rights to enhance community participation by a diverse range of people in support services and the wider community.

## 2. PURPOSE AND FUNCTION:

The focus of the role is to provide individual advocacy support to people impacted by the Royal Commission into Violence, Neglect and Exportation of People with Disability (Disability Royal Commission). The role is to facilitate access to the Royal Commission and to refer people impacts by the Royal Commission to appropriate support services. This position is part of a team approach and will be involved in the provision of general independent advocacy when time permits.

### **3. MAIN DUTIES AND RESPONSIBILITIES:**

#### **3.1. Advocacy**

Provide advocacy to individuals with a disability in accordance with the Advocacy Practice Manual and other RDAS policies by:

- Advocating on an individual's behalf (eg negotiating).
- Supporting individuals to advocate for themselves.
- Linking a person with other relevant services that can assist in the advocacy process (eg obtaining legal or financial advice).
- Supporting a person to take action through formal processes (eg Anti-Discrimination Board, Human Rights Commission, Civil and Administrative Tribunals, or Ombudsman etc).
- Being aware of relevant systemic issues raised by individual advocacy and reporting to the Team Leader.
- Participating in, and developing a range of forums in local communities to facilitate collaborative approaches to local issues.
- Assisting people to engage with the NDIS by supporting in the registration, pre planning and planning processes.

#### **3.2. Disability Royal Commission**

Deliver individual advocacy support to people affected by the Disability Royal Commission. This includes, but is not limited to:

- informing people about the Disability Royal Commission, including through outreach;
- helping people understand the purpose of the Disability Royal Commission;
- providing advice on issues/risks that may arise while engaging with the Disability Royal Commission (noting legal issues/risks will be referred to appropriate legal advisory services);
- helping people work out whether they want to participate in the Disability Royal Commission, and explain the difference between public hearings, private sessions (if such sessions are to occur) and written submissions;
- helping people who want to participate in the Disability Royal Commission plan the best way to tell their story;
- helping people communicate with the Disability Royal Commission about required communication supports (e.g. interpreters, accessible interview techniques, recordings);

- referring people to other agencies for ongoing counselling and/or psychological support as needed; and
- dealing with other related issues faced by people engaging with the Disability Royal Commission e.g. accessing services, finding housing, stopping discrimination or making complaints.

### **3.3. Co-ordination and Administration**

- Provide the intake process for potential clients seeking advocacy as subscribed in the Practice Manual.
- In conjunction with the Team Leader, develop and implement a personal work plan.
- Work co-operatively with volunteer and paid staff.
- Provide up-to-date information to the Team Leader.
- Meet regularly with the Team Leader to discuss individual cases and other matters that relate to the provision of service.
- Seek to develop skills and knowledge through training.
- Keep client files and statistics up-to-date using IVO client management system.
- Undertake clerical type duties relevant to the position.

## **4. COMPETENCIES:**

4.1 Able to work independently under general supervision.

4.2 Able to exercise initiative and judgment within the guidelines of set advocacy practice and RDAS' policy and procedures.

4.3 Able to manage own workload including setting priorities and meeting outcomes set out in an annual work plan.

4.3 Have a comprehensive understanding and commitment to the rights of people with disabilities and the role of advocacy within the disability service system.

4.4 Able to communicate with people on a range of levels and in different ways.

4.5 Efficient computer skills including the use of Word, Outlook, Excel and client management system.

## 5. PHYSICAL DEMANDS & WORK ENVIRONMENT:

5.1 Be able to sit at a workstation for an extended period of time.

5.2 Demonstrated ability to travel throughout the region.

## 6. SELECTION CRITERIA:

6.1. **Industry knowledge:** Comprehensive understanding of disability service systems, legislation and standards: rights of people with disabilities; role of advocacy within the disability service system including the NDIS; understanding of the role and purpose of the Disability Royal Commission.

6.2. **Qualifications and experience:** Tertiary qualifications or equivalent work experience in relevant field of Community welfare, disability, social work or other appropriate qualification, and/or relevant experience.

Demonstrated understanding of Advocacy principles including community development.

Current driver's licence or other demonstrated means of conducting the duties of the position throughout a large region of Southern New South Wales.

6.3. **Highly developed communication skills:** Effectively able to communicate with a range of people, writing skills, capacity to negotiate and work effectively with a range of individuals and agencies.

6.4. **Computer Skills:** Demonstrated ability to use computers in everyday work including word, outlook. Ability to use a Electronic Client Management System (ECMS)

6.5. **Commitment to provide services to a diverse range of people** including people from Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander Groups, and rural and isolated.

6.6. Ability and commitment to provide services to a diverse range of people including people from Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander Groups, and the financially disadvantaged.

6.7. **Team member:** Ability to contribute as a team member and complete specific tasks asked of you by other team members.

### Desirable

- 6.8. **Personal life experience:** As a Disability and Family Controlled Organisation (DFCO) RDAS sees it as an advantages to have a workforce which includes people with personal lived experience of disability and/or other diverse backgrounds.

## **7. WORK HEALTH AND SAFETY:**

All workers have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

In line with Section 28 of the WHS Act 2011 -

While at work, a worker must:

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## **8. OTHER RELEVANT INFORMATION:**

- 8.1. An innate element of the position requires the person to work on a one-to-one basis with vulnerable people including children. It is a requirement that the incumbent has a current National Police Check and Victorian or NSW Working with Children Check (RDAS will arrange if the successful applicant does not have these certificates).
- 8.2. The position will be located at Wagga Wagga or Wodonga with travel to areas of Southern New South Wales and North East Victoria
- 8.3. Some out-of-hours work and travel will be required.
- 8.4. RDAS owned motor vehicles are normally available for work-related travel. There may be times when staff are asked to use their own vehicles.
- 8.5. RDAS is an equal opportunity employer.
- 8.6. RDAS has a smoke-free workplace policy.