Position Description 

**INCUMBENT:**

**POSITION:** Advocate

**LOCATION:** Griffith

**REPORTS TO:**  Advocate Team Leader

**HOURS:**  Full time (38 hours per week)

**WORK DAYS:** Negotiable

**TERMS:**

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

# POSITION CONTEXT:

Regional Disability Advocacy Service (RDAS) was established in 2017 as a merger of Disability Advocacy and Information Service in Wodonga and Disability Advocacy Network in Wagga Wagga. 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 Riverina and Snowy Valley. 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.

# PURPOSE AND FUNCTION:

This position is part of a team approach to the provision of advocacy services and will work closely with all other aspects of RDAS operations.

The role is to provide advocacy to and with individuals with disability and facilitate access to, and the use of, RDAS by people with disabilities, by actively promoting the service across the catchment area and at promotional events. The position will assist people to make submissions to the Disability Royal Commission and the NDIS review and appeals process.

# MAIN DUTIES AND RESPONSIBILITIES:

# 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.

# 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.

1. **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.

# 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.

# SELECTION CRITERIA:

# 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 review and appeals process of the NDIS, awareness of the Disability Royal Commission and its terms of reference.

# Qualifications and experience: Tertiary qualifications or equivalent work experience in relevant field of Community welfare, disability studies, social welfare 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.

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

# 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.

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

# 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:

1. take reasonable care for his or her own health and safety; and
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
3. 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
4. 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.

All workers have a responsibility to:

* cease work if a threat to the health or safety of themselves is imminent or immediate, whilst accepting other safe duties while the threat is removed, as per sections 84 to 87 of the Australian WHS Act 2011
* report any incident or hazards at work to their team supervisor;
* carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures;
* obey any reasonable instruction aimed at protecting their health and safety while at work;
* use any equipment provided to protect their health and safety while at work;
* assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
* consider and provide feedback on any matters which may affect their health and safety;
* ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.

All workers are responsible for their own personal safety. They must:

* communicate with the team supervisor over any issue which may be considered a hazard
* complete all risk assessment requirements
* not misuse any equipment
* cooperate with the PCBU/person with management or control and supervisors over health and safety issues
* actively participate in WHS training and staff talks
* follow safety procedures and guidelines
* report any incident or injury as soon as possible and not put themselves or others in danger.

# OTHER RELEVANT INFORMATION:

# 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).

# The position will be located at Wagga Wagga with travel to areas of Southern New South Wales between the borders of Australian Capital Territory to South Australia.

# Some out-of-hours work and travel will be required.

# RDAS owned motor vehicles are normally available for work-related travel. There may be times when staff are asked to use their own vehicles.

# RDAS is an equal opportunity employer.

* 1. RDAS has a smoke-free workplace policy.