Position Description RDAS

**INCUMBENT:**

**POSITION:** Justice Advocate / Justice Advocacy Service (JAS)

**REPORTS TO:**  Team Leader/ EO

**LOCATION: Griffith**

**HOURS:**  22 hours per week

**TERMS:**  Contract position to June 2021

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

# 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.

# PURPOSE AND FUNCTION:

In partnership with Intellectual Disability Rights Service (IDRS) deliver support and advocacy to people with cognitive impairment when they are involved in the criminal justice system as victims, witnesses or suspects/defendants. The role will support people at police Stations or attending court. The role will include recruit and support a local network of volunteer support persons.

1. **STAKEHOLDER ENGAGEMENT AND RELATIONSHIP**

* Staff and management at RDAS and IDRS
* People with cognitive impairment/Service Users
* Department of Justice and other government departments
* NSW Justice Agencies and staff
* Disability and mainstream services
* Community based organisations
* Indigenous community organisations
* External Network Contacts
* Legal Aid
* Private solicitors
* NSW Police
* Courts
* Victims Services
* Community Legal Services
* Coordinated Legal services Delivery (CLSD

# Key Result Areas (KRA)

* Support people with cognitive impairment in their interaction with criminal justice system
* Volunteer Recruitment, Support and monitoring
* Advocacy
* Stakeholder and Community Engagement
* Reporting/Evaluation
* Administration

# COMPETENCIES:

* Able to work under general direction of the Team Leader.
* Able to exercise initiative and judgment within the guidelines as set out in Justice Advocacy Service and RDAS’ policy and procedures.
* Able to manage own workload including setting priorities and meeting outcomes set out in work plan.
* Have an understanding and commitment to the rights of people with disabilities and the role of advocacy within the disability service and justice system.
* Demonstrated ability to communicate with people on a range of levels and in different ways.
* Efficient computer skills including the use of Word, Outlook, Excel and client management system.

# PHYSICAL DEMANDS & WORK ENVIRONMENT:

* Be able to sit at a workstation for an extended period of time.
* Demonstrated ability to travel throughout the region.
* Able to work after hours and on weekends

# Key performance Indicators

| Support people with cognitive impairment in their interactions with the criminal justice system | *For people with cognitive impairment who are involved in the criminal justice system as victims, witnesses or suspects/defendants -*   * Provide in-person support for people in their interactions with the criminal justice system, including at police stations, courts, legal appointments, justice conferences, correctional centres * Facilitate communication to promote person’s understanding of their rights and choices, to maximise understanding of and participation in their criminal justice process and their understanding of court outcomes and conditions * Support the person to exercise their rights * Comply with JAS policies and procedures in providing support * Work with justice personnel to resolve problems arising for the person through their criminal justice process * Follow up issues or needs raised by volunteers or justice personnel for the person following support  *Justice Advocacy role will include some after hours and weekend on call supports at police stations* |
| --- | --- |
| Volunteer recruitment, support and management | * Recruit suitable local volunteers in line with JAS volunteer recruitment policies * Work with JAS education staff to identify volunteer training needs and to arrange and deliver local volunteer training * Coordinate the work of volunteers * Arrange and prepare volunteer support persons to assist individuals at police stations, courts, legal appointments and correctional centres * Support volunteers, including briefing and de-briefing and follow up, to ensure that volunteer needs are met. * On-going monitoring, evaluation and support of volunteer performance in accordance with JAS policies to ensure safe and high quality support for people with cognitive impairment * Monitor the welfare of volunteers and respond to volunteer feedback and needs eg for trauma or crisis counselling * Arrange local volunteer activities to enhance network cohesiveness and mutual learning |
| Advocacy | *Advocate for people with cognitive impairment who are involved in the criminal Justice system as victims, witnesses or suspects/defendants to support best possible outcomes in their criminal justice matter*   * Manage criminal justice supports and advocacy for a case load of people with active criminal justice matters * Work flexibly and compassionately within a strength based and trauma informed practice style * Provide information and support access to accessible information for JAS service users * Proactively assist the person to identify and link with services to support best justice outcomes eg diversion orders, bail, apprehended violence order or victim’s support * Proactively advocate to resolve problems and injustices that arise in person’s interactions with the criminal justice agencies * Promote and support improved interaction between justice agencies (police, solicitors and courts) and people with cognitive impairment at the individual and systemic level |
| Stakeholder engagement and community engagement | * Promote JAS to all relevant agencies and individuals in the service delivery area. Includes presenting information sessions as needed * Develop close collaborative working relationships with the criminal justice agencies to facilitate referral to JAS, problem solving and best outcomes for the person with cognitive impairment * Develop close working relationships with community agencies * Work proactively to develop respectful, consultative partnership relationships with Aboriginal and CALD communities * Maintain broad and current knowledge of mainstream and disability services that can be accessed for JAS service users * Develop and maintain systems to link people with cognitive impairment to assistance * Maintain close working relationships with RDAS and IDRS staff and management.   With the agreement of the person, liaise collaboratively with their family, friends or other supporters. |
| Administration/Reporting/  Evaluation | * Maintain data entry to ensure up to date records on JAS data base/case management system in accordance with policies and procedures. Accurate data entry will be essential to enable service cohesion and reliability, reporting on activities and outcomes and for evaluation of the service. * Actively participate in service evaluation processes * Comply with all JAS and RDAS policies and procedures. * Ensure you are able to be contacted to enable response to urgent requests for supports. * Maintain client confidentiality * Apply conflict of interest guidelines * Submit time sheets, leave and expenses forms as required |
| Contributing to a cohesive, reliable, high quality service | * Attend team meetings, training and events * Maintain a high level of communication with team leader and other staff * Actively contribute ideas or concerns to facilitate continuous improvement of the JAS service or of other RDAS services * Respond constructively to feedback from people who use JAS and others to facilitate continuous service improvement * Participate in working groups, projects across JAS and RDAS * Work collaboratively with other RDAS teams and projects * Attend RDAS events and activities as required |

# SELECTION CRITERIA:

* **Have an understanding of justice system, disability service sector, legislation and standards:** Demonstrated experience working in a flexible person centred way with people with cognitive impairment or other social disadvantage.Rights of people with disabilities; role of advocacy within the justice system to achieve the best outcome for clients; understanding of needs of people with cognitive disabilities including communication issues.
  + **Qualifications and experience**: Tertiary qualifications or equivalent work experience in relevant field of community welfare, justice/legal studies, social science or other appropriate qualification, and/or relevant experience.
  + **Well 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. Demonstrated ability recruit and train volunteers.
  + **Computer Skills:** Demonstrated ability to use computers in everyday work including word, outlook. Ability to use a Electronic Client Management System (ECMS)
  + **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.
  + **Team member:** Ability to contribute as a team member and complete specific tasks asked of you by other team members. Ability to support, motivate and manage a network of local volunteer support persons
  + **Personal life experience**: An understanding of the needs of people with disabilities and their families/carers, ATSI, CALD, or other diverse background is an advantage, but not essential.

# 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 - Duties of workers.

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.

# 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 NSW or Victorian Working With Children Check (RDAS will arrange if the successful applicant does not have these certificates).
  + The position will be located at Griffith. You May need to have capacity travel to areas in Riverina and Southern New South Wales in short notice including some overnight travel will be required.
  + Regular out-of-hours and on call work is 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.
  + RDAS has a smoke-free workplace policy.