

### Sussex Street Community Law Service

# JOB DESCRIPTION FORM

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|  SECTION 1 – POSITION DETAILS |  |
| **PROGRAM**: IndividualDisability Advocacy Service (IDAS) |  | **TITLE: Disability Advocate**  | DATE EFFECTIVE:July 2020 |
|  |  | **SALARY:** Level 4.1 – 5.1 EBA $64,575- $$74,283.08Sussex Street Community Law Service Inc Enterprise Agreement 2011.  |
|  |  | **AWARD:** Social, Community, Home Care and Disability Services ( SCHADS)  |
|  |  | **STATUS: Full- time 37.5 hrs per week**  |

######  SECTION 2 - REPORTING RELATIONSHIPS

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| Sussex Street Community Law ServiceMANAGEMENT COMMITTEE |  | OTHER POSITIONS REPORTING DIRECTLY TO THIS OFFICEGeneral Manager / Principal SolicitorFamily Law Solicitor x 1Generalist SolicitorBelmont Outreach SolicitorFinancial Counsellor x 2Welfare Rights AdvocateTenancy AdvocateDisability Discrimination Unit SolicitorAdministration Staff x 2IDAS Team LeaderIDAS advocate x 5 |
|  Responsible To |  |
| GENERAL MANAGER |   |
|  Responsible To |  |
| **IDAS TEAM LEADER**  |  |
| Responsible To |  |
| **DISABILITY ADVOCATE** |  |

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##### SECTION 3 - KEY RESPONSIBILITIES

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| **Brief statement of the key responsibilities or prime function of the position**.Main duties:Provision of individual advocacy for persons with a disability in the Perth Metropolitan area. |

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| **SECTION 4 - STATEMENT OF DUTIES**  |  |  |
| **TITLE:** Disability Advocate | **EFFECTIVE DATE OF DOCUMENT:** July 2020 |

BRIEF SUMMARY OF DUTIES TO BE PERFORMED

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| Duty No. | Details | Freq | % |
| **1.** | **COMMUNITY INFORMATION AND ADVOCACY** * Advocate and negotiate on behalf of clients
* Provide face to face assistance to clients or by alternative methods as appropriate
* Support clients to self advocate as appropriate
* Referral to other relevant agencies and services
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| **2.** | COMMUNITY RELATIONSHIPS* Develop and maintain external networks with disability, Aboriginal, CALD and generalist community agencies
* Develop and maintain relationships with Commonwealth, State and Local government officers and other non- government advocacy agencies.
* Maintain regular liaison with regional and metropolitan IDAS providers.
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| **3.** | **ADMINISTRATION*** Maintain client records and statistical data
* Provide accountability documentation, including reports, as required
* Prepare reports as required for management and funding bodies
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| **4.** | **OTHER DUTIES AS REQUIRED** | R |  **5** |
|  | * Participation in organisational activities
* Participate in program development as required
* Participate in Metro and regional IDAS meetings
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| SECTION 5 - SELECTION CRITERIA |  |  |
| TITLE:  Disability Advocate  | **EFFECTIVE DATE OF DOCUMENT:** July 2020 |
| **EACH CRITERION SPECIFIED AS ESSENTIAL OR DESIRABLE** |
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| ESSENTIAL |
| Credentials1. Qualifications in social sciences, human services and /or relevant experience
2. Experience in working with people with disabilities navigating the NDIS Process.
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| 1. Demonstrated commitment to human rights and social justice
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| 1. Be eligible for a clean national police check
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| Experience |
| **5.** Previous experience in the provision of services for people with disabilities |
| **6.** Previous experience in the provision of advocacy services7. Previous experience in supporting people with the National Disability Insurance Scheme (NDIS) process  |
| **8.** Demonstrated networking experience |
| Knowledge and Skills |
| **9.** Excellent written and oral communication skills |
| **10.** Highly developed organisational and administrative skills |
| **11.** Competent in the use of personal computers and ability to process required documentation  |
|  **12.** Ability to work independently and as a member of a team |
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|  DESIRABLE |
| **12.** Previous experience in working with Aboriginal and CALD clients and agencies |
| **13.** Previous experience in the provision of individual advocacy services for people with disabilities |
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