

### 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- $$74,283.08  Sussex 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 Service MANAGEMENT COMMITTEE |  | OTHER POSITIONS REPORTING DIRECTLY TO THIS OFFICE  General Manager / Principal Solicitor  Family Law Solicitor x 1  Generalist Solicitor  Belmont Outreach Solicitor  Financial Counsellor x 2  Welfare Rights Advocate  Tenancy Advocate  Disability Discrimination Unit Solicitor  Administration Staff x 2  IDAS Team Leader  IDAS 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 | D | **70** |
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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. | R | **10** |
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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 | R | **15** |
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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 | | | | |
| Credentials   1. Qualifications in social sciences, human services and /or relevant experience 2. Experience in working with people with disabilities navigating the NDIS Process. | | | | |
| 1. Demonstrated commitment to human rights and social justice | | | | |
| 1. Be eligible for a clean national police check | | | | |
| Experience | | | | |
| **5.** Previous experience in the provision of services for people with disabilities | | | | |
| **6.** Previous experience in the provision of advocacy services  7. 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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