

Position Description

|  |  |
| --- | --- |
| **Position Title:** | Disability Advocate |
| **Location:** | Hobart |
| **Employment Conditions:** | * Part time - 2 days per week with additional hours available depending on workflow |
| **Award:** | Social, Community, Home Care and Disability Services Industry Award 2010 |
| **Classification:** | Level 4 or 5 SCHADS Award (negotiated with successful applicant dependent on qualifications and experience) |
| **Immediate supervisor:** | Advocacy Practise Leader |

Speak Out is a state-wide, not for profit organisation with offices in Hobart, Launceston and Burnie. In addition to delivering advocacy services, Speak Out is a membership organisation for people with intellectual disability and hosts the Annual Speak Out Conference. A significant feature of the organisation is the dual governance structure with members represented on the Speak Out Board.

# SUMMARY OF ROLE:

Advocates operate within individual advocacy, self-advocacy, family advocacy, and systemic advocacy models.

Individual advocacy is issues-based. The Advocate provides information, options and referral that enables each person to make informed decisions about what they wish to do. The Advocate works to achieve each client’s desired outcome and is directed by the client via the Advocacy Agreement. When the issue is resolved, the case is closed and the advocacy relationship ceases.

The Advocate is also responsible for:

* delivering peer education programs
* targeted community education programs which increase community awareness regarding rights and advocacy
* targeted education and training programs for service providers to improve their ability and understanding of rights and advocacy.

There is a range of times and locations where work can be requested however the total hours worked by Advocates should be managed within the allocated number of hours for the position.

# PRIMARY TASKS

1. Deliver advocacy services to a range of people with disability and families using a range of advocacy models.
2. Increase the capacity of Speak Out members and other people with disabilities through self advocacy and peer education programs.
3. Promote and support regional self advocacy groups and activities to increase the capacity of individuals and groups.
4. Maintain accurate client records, collect data in accordance with program requirements and provide reports on client service delivery as required.
5. Provide information and education sessions to encourage awareness and understanding of advocacy and advocacy services.
6. Facilitate training and information sessions on advocacy and related issues to community organisations, disability service providers and the wider community.
7. Contribute to the planning and organising of the annual Speak Out Conference.
8. Contribute to team meetings, policy development, participate in professional development and performance reviews to build an effective and supportive team environment at Speak Out.
9. **LEVEL OF RESPONSIBILITY**

The Advocate works under the general direction of the Advocacy Practise Leader who allocates their caseload via the intake process.

The Advocate works independently day-to-day to achieve outcomes and follows organisational policies and procedures.

Advocacy and education targets and strategies are negotiated with each region.

1. **POSITION RELATIONSHIPS**

Clients

Speak Out employees

Speak Out members

External referral organisations

Stakeholders

# SELECTION CRITERIA

**ESSENTIAL**

* 1. Extensive knowledge, understanding and commitment to the rights of people with disabilities and the principles of social justice.
  2. Comprehensive understanding of the legislative frameworks in which the position operates.
  3. High level skills in communicating effectively with people with diverse communication needs.
  4. Ability to advocate at the direction of each client to achieve client-directed outcomes.
  5. Demonstrated problem-solving and prioritising skills.
  6. Well-developed Information Technology skills and the ability to produce quality reports and documentation.
  7. Commitment to personal development and continuous improvement.
  8. Ability to work effectively independently, collaborate with peers and contribute to team wellbeing.

**DESIRABLE**

* 1. Previous experience in the community services sector

1. **SPECIAL CONDITIONS**

* A current driver’s licence is essential
* All staff employed at Speak Out must complete a Working with Vulnerable People check and comply with any prevailing community sector employment requirements.

|  |  |
| --- | --- |
| **POSITION DESCRIPTION APPROVED** | |
| **General Manager:** | Jenny Dixon |
| **Advocacy Practise Leader:** | Julie Butler |
| **Date:** | 23.05.2019 |

We welcome applications from people who are genuinely interested in the position and have a strong commitment to empowering people with disability.