



Disability  
Justice  
Australia Inc.

## Position Description – Disability Advocate

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<b>Position Title</b>	<b>Part Time Contract Temporary Disability Advocate</b>
<b>Employment Status</b>	<b>Part Time Temporary 20 hours per week FTE 0.52 Contract</b>
<b>Contract</b>	<b>Back filling during Parental Leave 03 May 2021- 31 January 2022</b>
<b>Award</b>	<b>Social, Community, Home Care and Disability Services Industry Award (SCHCADS) Community Development Worker Class II(b) Level 5.1 – 5.3</b>
<b>Hourly Rate</b>	<b>\$41.89 to \$43.79 per hour depending on Qualifications and Experience with 9.5% Superannuation</b>
<b>Employer &amp; Location</b>	<b>Disability Justice Australia Inc Unit 2, 28A Albert Street, Preston, Preston, Vic ... 3072</b>
<b>Reporting To</b>	<b>Chief Executive Officer</b>

### ***About the Organisation:***

Disability Justice Australia Inc (DJA) is a specialist advocacy organisation funded by the Commonwealth Department of Social Services to provide advocacy assistance to people with ongoing support needs associated with disability.

DJA has an elected committee of management (the Board) comprising constituents of the organisation (people with higher support needs associated with disability).

Please refer to the website at [www.dja.org.au](http://www.dja.org.au) for more information

### **Values Statement**

We promote, empower, enhance and protect the human rights of people with disabilities by:

- Supporting their full and effective participation and inclusion in society;
- Respecting their intrinsic dignity;

- Recognising their right to equality of opportunity;
- Showing respect for individual differences regardless of disability, age, gender, culture, heritage, language, faith, sexual identity and relationship status;
- Respecting their right to independence and to make their own choices;
- Having preventative measures in place to ensure they are free from discrimination, exploitation, abuse, harm, neglect and violence.
- Making our services and our built environment accessible;
- Providing advocacy and support services that are based on the minimal restrictive options and are contemporary, evidence-based, transparent and capable of review;
- Recognising the role of families, friends and carers in safeguarding and upholding their rights; and by
- Working in collaboration and/or in partnership with other organisations and community members to support individuals to connect to family, friends and their chosen communities

## **Mission Statement**

To provide quality advocacy to people having ongoing support needs, who are in greater need, in order to protect and advance, their well being, rights and interests both individually and collectively.

## **The Staff Team comprises**

- Chief Executive Officer
- Disability Advocates x 5
- Administration Officer
- Finance Officer
- Research Officer
- VicPol Project Officer
- Website Administrator
- Volunteers x 30+
- Students on Placement

## **Role of the Position**

The Disability Advocate position is essential to the delivery of Disability Justice Australia's (DJA) main organisational objectives and the advocate will be an important member of the staff team.

DJA is funded by the Commonwealth Department of Social Services to provide advocacy services to people with ongoing support needs associated with disability under three separate programs.

### **1. National Disability Advocacy Program (NDAP)**

The disability advocate will provide Individual, Legal and Systemic Advocacy. See [www.dja.org.au](http://www.dja.org.au) for more information

### **2. NDIS Appeals Support**

The disability advocate will provide support to NDIS Participants in navigating the NDIS Appeals process who live the North East Melbourne Area as follows:

- Rejection as an NDIS Participant
- Internal Review of an NDIA decision
- Administrative Appeals Tribunal appeals against a decision by the NDIA

### **3. Disability Royal Commission (DRC)**

The disability advocate will provide support to people with disability who wish to engage with the DRC for:

- Assistance to prepare and lodge a submission to the DRC
- Assistance to prepare for and appear at a Public Hearing or private session with the DRC
- Assistance to prepare for and appear at a DRC Community Forum

4. The disability advocate will be required to work towards the promotion and protection of the welfare of, and justice for, the people they support.

5. Work practices must demonstrate and promote a positive image of people with disabilities.

6. The Advocate will be required to travel to meet service users in a wide variety of situations (subject to COVID-19 restrictions) across the local government areas of Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Monash, Moonee Valley, Moreland, Nillumbik, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndam and Yarra.

7. Cab Charge and Myki Cards and a work vehicle are provided for use by the advocacy team.

8. DJA is a family friendly employer and days of the week required for duty are negotiable and flexible as long as the needs of clients can be met.

9. DJA is an Equal Opportunity Employer.

### **10. Position Objectives:**

The position has three primary objectives:

1. To provide quality advocacy to people with disability under the NDAP, NDIS Appeals and DRC funded programs in accordance with DJA policies and procedures
2. To provide referrals and information to people with disability, their family members and service providers who are ineligible to receive advocacy under the three funded programs described above or who require services for which we are not funded.
3. To provide quality systemic advocacy to achieve outcomes that accord with the DJA Values Statement.

## 11. Specific Duties:

The Disability Advocate will

1. Observe and implement the three **Position Objectives** with clients as allocated by the Chief Executive Officer.
2. Prioritise support, attend to major justice, social and welfare needs consistent with the National Standards for Disability Services; See <https://www.dss.gov.au/our-responsibilities/disability-and-carers/standards-and-quality-assurance/national-standards-for-disability-services>
3. Develop Advocacy Plans in consultation with clients so that a clear course of action can be taken to achieve a satisfactory outcome
4. Provide support, resources, learning opportunities and information to enable individuals and groups to undertake their own advocacy;
5. Review and evaluate Advocacy Plans and assist with the implementation of identified goals with the people they support, whilst respecting each person's individual needs and dignity;
6. Provide advocacy in a manner and with patience that will empower the people they support;
7. Provide input into reports for the Board, the Chief Executive Officer and our funding authority
8. Participate in Team meetings;
9. Any other duties associated with achieving the stated objectives of the position and the organisation.
10. Assist in the planning and preparation of DJA events such as member meetings and client forums
11. Comply with all DJA policies and procedures

## 12. Key Selection Criteria

1. An appropriate post-secondary certificate, diploma and/or degree qualification in community services, community development, social welfare, social work, disability or advocacy;
2. Knowledge of issues relevant to people living with high support needs associated with disability;
3. A high level of written, face to face and telephone communication skills,
4. Good interpersonal skills including patience, empathy, and a sense of humour,
5. Knowledge and understanding of privacy and disability discrimination legislation,

6. Proven ability to perform the duties of the position,
7. Demonstrated commitment to ongoing professional development and training,
8. The ability to work independently and use own initiative with a high degree of responsibility,
9. Exceptional time management and self-organisational skills,
10. The demonstrated ability to work cooperatively as a team member,
11. A commitment to direction, supervision and advice from the Chief Executive Officer,
12. Computer literacy with demonstrated use of MSWord, Outlook, PowerPoint, Excel and Adobe pdf documents.

### **13. Conditions of Employment**

#### **13.1 Highly Desirable**

Lived experience of disability or as a carer of a person with disability.

#### **13.2 Compulsory**

1. A satisfactory Police Records Check current within 6 months of starting in the position
2. A Working with Children Check with at least 12 months left before expiry
3. Satisfactory Referee checks confirming capacity to undertake the role.

For further information contact the office on 03 94740077 or refer to the website at [www.dja.org.au](http://www.dja.org.au)