

ASSISTANT COORDINATOR

**PROGRAM:** Citizen Advocacy Sunbury & Districts Inc.

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**AWARD: Social**, Community, Home Care and Disability Services Industry Award 2010.

STATEMENT OF INTENT

Citizen Advocacy Sunbury & Districts Inc. (CAS&D) establishes and supports freely-given, independent advocacy relationships driven by the needs of a vulnerable person with intellectual disability and responded to by a suitably skilled member of the community.

POSITION OBJECTIVES

In conjunction with the Program Coordinator, work to improve the lives of people with intellectual disability through the creation and support of one-to-one, voluntary relationships, which are distinct from the human service system and families by implementation of the Key Office Activities (as detailed in Responsibilities and Duties).

POSITION OUTCOMES

Contribute to more people with intellectual disability (including those from Culturally and Linguistically Diverse Communities) being supported within their communities in one-to-one freely given relationships.

People with intellectual disability have their needs promoted, protected and defended by suitably skilled members of their community over the long term.

Increased community awareness and support of Citizen Advocacy.

Increased community involvement in CAS&D.

RESPONSIBILITIES AND DUTIES

Under the guidance and direction of the Program Coordinator and within established CAS&D working plans, the Assistant Coordinator will implement the Key Office Activities of Citizen Advocacy:

***1. Vision and creativity of protégé recruitment:*** Recruit and determine the kind of relationship(s) needs of individuals who need a citizen advocate to develop a wide range of advocacy relationships.

Visit locations to recruit people with intellectual disability in need of Citizen Advocates.

***2. Advocate recruitment***

Recruit potential Citizen Advocates and screen their suitability to be matched with people with intellectual disability.

Give presentations to service organisations and community groups to disseminate the concept of citizen advocacy and recruit people into the Program.

Contribute toward a regular newsletter about the Program for purposes of community education, ongoing Citizen Advocate recruitment and education, etc.

***3. Advocate orientation***

Implement orientation and training programs for Citizen Advocates.

***4. Advocate-protégé matching***

Implement matching procedures and the management system for tracking information relevant to ongoing and future matches.

***5. Follow-up and support to relationships***

Provide follow-along and support on an individual and group basis to people matched through the Program.

Remain informed about developments relevant to people with intellectual disability and provide resources/information to people on the Program as necessary.

***6. Ongoing training***

Coordinate training events and opportunities for Citizen Advocates.

***7. Advocate associates emphasis***

Recruit Advocate Associates and Crisis Advocates into the Program.

**The Assistant Coordinator is also required to:**

Participate in organisational activities and planning.

Perform other duties as requested by the Program Coordinator

EMPLOYMENT CONDITIONS

The Assistant Coordinator will work in compliance with the National Standards for Disability Services as stated by the Commonwealth Department of Social Services (DSS).

must be prepared to work flexible hours including some evenings and weekends.

must hold a current driver’s licence and have access to a vehicle.

must be prepared to undertake Police & Working with Children checks.

must be prepared to take on some of the responsibilities (as determined by the Board) of the Program Coordinator in their absence, including being on call, writing and presenting reports at Board meetings etc;

must be prepared to undertake training/development and intra/interstate travel as required.

will understand that conditions of employment may be subject to review / funding ORGANISATIONAL RELATIONSHIPS

The Assistant Coordinator is responsible to the Program Coordinator and will work collaboratively as required concerning the practice of the Key Office Activities.

REQUIRED CHARACTERISTICS OF THE POSITION (Skills/Knowledge/Experience/Qualifications/Special Requirements)

**Skills:**

The ability to empathise with and understand the needs of people who have intellectual disability.

Convey a strong sense of positive image when speaking for and with people who have an intellectual disability.

Well-developed interpersonal skills.

The ability to involve people from personal networks in the work of the Program.

The ability to make new contacts in the community and foster relationships.

The ability to inspire and see the potential in others.

The ability to guide, motivate and support individuals in their one-to-one advocacy relationships.

The ability to prioritise workload, work unsupervised and as a member of a team.

The ability to remain self-motivated whilst working independently.

The ability to maintain honest self-evaluation and critique of the work.

Demonstrated use of initiative, creativity and flexibility.

Ability to adapt to the changing requirements of the Program.

**Knowledge:**

An understanding of the importance of advocacy for people with intellectual disability.

An understanding of the needs of vulnerable people within communities, and within a Social Role Valorisation (SRV) context.

An understanding of human service systems.

An understanding of how to develop and maintain community networks.

**Experience:**

Community work and building networks.

Communication with people at all levels, both orally and in writing.

Team building and membership within a small, dedicated team environment.

**Qualifications:**

Background and/or qualifications in the human and /or social sciences (or equivalent) would be advantageous.

**Special Requirements:**

A commitment to the unique aims and objectives of Citizen Advocacy.

A commitment to and sense of social justice.