



Disability Resources Centre
Level 4, Ross House
247-251 Flinders Lane
Melbourne 3000

Ph: 03 9671 3000
www.drc.org.au

Position Description – Disability Advocacy Officer

Disability Resources Centre (DRC) is a member-driven organisation managed and staffed by people with disabilities. DRC is funded to provide individual advocacy for adults with disability in Metropolitan Melbourne. We also work on systemic issues and conduct and support campaigns that aim to provide long-term benefits for many people.

OUR VISION

A world where people with disabilities have ultimate inclusion.

OUR MISSION

With our strength of experience living with disabilities, we work together to promote our rights and choices and challenge systems to achieve social and economic inclusion.

PURPOSE OF ROLE

The Disability Advocate position within DRC is an exciting and crucial role. The Disability Advocate is part of a highly experienced and dedicated team that is committed to achieving high quality outcomes, improved access and equality for people with a disability.

The team strive to assist people with a disability to gain access to programs and income support. They provide advice and support to people with disability who sometimes struggle to make sense of programs and systems and to get the outcomes they are entitled to.

Position Specifics

Position:	Advocacy Officer
Commences:	ASAP
Primary Location:	Ross House, Melbourne
Hours:	Negotiable up to 30 hours per week
Probation:	All positions are offered with 6 month probation period
Police Check:	A current police check is required

Classification Remuneration & Conditions:	\$38.02 - \$39.15 per hour (\$37,564 - \$38,680 per annum). Salary packaging is available
Organisation Relationships	
Reports to:	Advocacy Team Leader
Internal relationships:	<ul style="list-style-type: none"> • DRC Team (see attached org chart) • Clients • DRC Members
External relationships	<ul style="list-style-type: none"> • Department of Families, Fairness and Housing, Office for Disability • Department of Social Services • Other Disability Advocacy Organisations and Disabled Peoples' Organisations • Broader Advocacy Sector
Position Responsibilities & Duties	
<p>Individual and Self Advocacy Support Represent and/or assist adults with disabilities to represent their own views, needs and expectations to disability service providers, mainstream service providers, governments, statutory authorities, and other bodies as required.</p> <p>Systemic Advocacy / Community Support The primary focus of this position is to provide Individual Advocacy however the Advocate may be requested to identify barriers to access, assist with campaigns and network with individuals, disability groups, advocacy providers and key people in the community.</p> <p>Administration Create, maintain, and review consumer files and ensure compliance with the relevant contracts, policies, standards and legislation.</p>	
General	
<ul style="list-style-type: none"> • Work in collaboration with the DRC team. • Display a high level of personal integrity and professionalism. • Other duties as directed by the Advocacy Team Leader which may be required to achieve organisational or position specific objectives. 	

Key Selection Criteria	
<ul style="list-style-type: none"> • Lived or direct experience of disability. • Experience of disability advocacy, disability service provision or a relevant tertiary qualification. • Demonstrated knowledge and experience of the issues and challenges relevant to people living with all disabilities. • A detailed understanding of the support systems designed to support people with disability across various Government and non-Government sectors. • A commitment to respectful communication with people living with a disability who may have diverse backgrounds and needs. • Demonstrated commitment to the rights and empowerment of people with a disability. • Well-developed communication and interpersonal skills, both verbal and written. • Demonstrated ability to work independently, with minimum supervision and to be self-motivated. • Ability to work well in a team and contribute to the larger organisation vision and mission. • Demonstrated ability to work with people with complex needs including mental health. • Computer literacy using Microsoft 365 & Teams. • Willingness to travel throughout the Melbourne metropolitan area and, on occasions, state-wide. <p>Desirable:</p> <ul style="list-style-type: none"> • Practical knowledge of the disability advocacy sector, relevant legislation, and enforcement processes • Demonstrated understanding of the needs and issues affecting people from Culturally and Linguistically Diverse communities. 	
DRC is an organisation for people with disabilities run by people with disabilities, and as such only accepts applications from those who self-identify as a person with a disability (s.12 Equal Opportunity Act 2010).	
Application Details	
Application Instructions:	Applications should include a cover letter, current resume and a statement addressing the Key Selection Criteria.
Contact person:	Gary Kerridge e. Gary@drc.org.au Address: Ross House, 247-251 Flinders Lane, Melbourne
Closing date: 5.00pm Monday 5 October 2021 – please send application vis email to, Gary Kerridge at Gary@drc.org.au	