



Consumers of Mental Health WA (Inc)

POSITION DESCRIPTION

INDEPENDENT ADVOCATE – PSYCHOSOCIAL DISABILITIES

Employment framework: Social and Community Services (Western Australia) Interim Award 2011.
CSW Level 5.1

PRIME FUNCTION / KEY RESPONSIBILITIES:

Provide independent advocacy to improve outcomes for people with psychosocial disabilities in WA.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, courage, partnership, respect and inclusivity.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.
- **Networking and influencing:** Recognized ability to build and sustain relationships to influence and support change.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including sector partners and consumers to affect change.
- **Analytical:** Capacity to apply analytical and planning skills at a systemic level.
- **Organized and Structured:** Demonstrated ability of time-management, organization and prioritization skills with capacity to quickly respond to emerging issues.
- **Leadership and initiative:** A demonstrated ability to proactively take carriage of specific tasks, programs and projects and to exercise sound judgement in seeking feedback and direction.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. INDEPENDENT (INDIVIDUAL) ADVOCACY

- Engage with individuals seeking psychosocial advocacy support, assess needs and provide appropriate advocacy support.
- Inform, advise and advocate on issues alongside individuals with psychosocial disabilities.
- Develop strategies to achieve individual outcomes, including development of individual and self-advocacy resources for people with psychosocial disabilities.

- Promote community awareness of consumer rights for people with psychosocial disabilities.
- Maintain records to a high and professional standard including waitlists and referral activities.
- Build on existing relationships, and expertise to develop strategies for influence and build new mechanisms if needed.
- Coordinate project and stakeholder collaboration and engagement including facilitation of workshops and focus groups where appropriate.

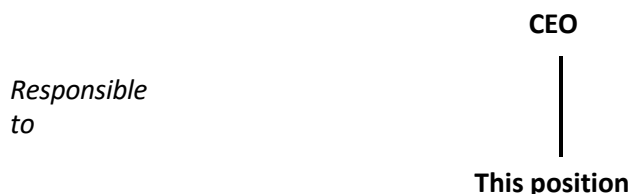
B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation, research initiatives and quality improvement activities and programs in CoMHWa.
- Participate in professional development opportunities.

C. GENERAL

- Identify and manage risks to business operations and/or program objectives.
- Collects quantitative and qualitative data as required by the CEO or their delegate.
- Deliver outputs and outcomes within agreed timeframes and to required standards.
- Prepares and delivers written and verbal presentations as required by the CEO or their delegate.
- Conducts all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWa from time to time.
- Performs other duties as required by the CEO or their delegate.

REPORTING RELATIONSHIPS



SELECTION CRITERIA

QUALIFICATIONS

Relevant tertiary qualifications in a related discipline (community development, social science, public health, public policy, etc.) and/or equivalent knowledge, skills and experience.

ESSENTIAL MINIMUM REQUIREMENTS

- **Lived experience** of mental health recovery.
- Experience and/or demonstrated skills in **assessing referrals, providing supported referrals and communicating effectively and respectfully** to individuals with a psychosocial disability.
- Demonstrated highly developed **interpersonal and communication skills** with a strong team orientation and consumer focus.
- Demonstrated understanding of **advocacy, conflict of interest, and human rights**, including a strong commitment to upholding the rights of people with psychosocial disability.
- Demonstrated ability to **promote self-advocacy** to individuals with psychosocial disability.
- Demonstrated **planning and organisational skills**, especially in relation to meeting deadlines and managing competing priorities, both autonomously and as part of a team.
- Demonstrated **analytical and problem solving skills** in order to develop strategies, ideas and opportunities for resolving issues.

DESIRABLE

- Knowledge of the disability and mental health reform agendas, including the NDIS.
- Understanding of the not for profit sector.

APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence;
- National Police Certificate (maximum 3 months old or ability to obtain new);
- Working with Children Check;
- Certification of tertiary or other qualifications (if applicable); and
- Proof of full Covid-19 vaccination status as per CoMHWAs Policy and Government mandates.

POSITION TYPE/REMUNERATION

POSITION TYPE AND TERM

Position type: Contract, part-time

Position term: Fixed term to 30 June 2025

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position: 0.6 FTE

Hours per fortnight: 22.5 hrs per week

REMUNERATION

Salary: \$78,051 (1 FTE)

Superannuation 10.5% of total salary

* Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWA is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.