

**CITIZEN ADVOCACY SUNBURY AND DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE</b>	<b>Assistant Coordinator</b>	<b>AWARD</b>	<b>Social, Community, Home Care and Disability Services Industry Award 2010</b>
<b>POSITION REPORTS TO</b>	<b>Program Coordinator</b>	<b>LEVEL</b>	<b>2 – pay point 1</b>
<b>DATE CREATED</b>	<b>26.08.2022</b>		

**ABOUT THE CITIZEN ADVOCACY SUNBURY AND DISTRICTS Inc. PROGRAM**

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

**POSITON OBJECTIVES**

In conjunction with the Program Coordinator, work to improve the lives of people with intellectual disability through the creation of supportive one to one, voluntary relationships, which are distinct from the human service system and families.

<b>ACCOUNTABILITIES</b>	<b>TASKS</b>
<b>PROTEGE AND ADVOCATE RECRUITMENT</b> Under direction undertake activities to recruit new proteges and advocates into the CA Sunbury program	<ul style="list-style-type: none"> <li>- Promote CA Sunbury program in relevant newspapers, newsletters and social media (including managing the FB page).</li> <li>- Undertake public speaking engagements and participate in community events to promote the program.</li> <li>- Respond to enquiries from potential proteges and advocates.</li> <li>- Respond to enquiries from service providers.</li> <li>- Undertake required screening of potential proteges and advocates.</li> </ul>

<b>ACCOUNTABILITIES</b>	<b>TASKS</b>
<b>PROTEGE AND ADVOCATE MATCHING AND ORIENTATION</b> Under direction undertake activities to ensure that appropriate protege/volunteer recruitment matches are made and support new relationships as they are being formed.	<ul style="list-style-type: none"> <li>-Develop protégé profile.</li> <li>-Conduct Advocate Orientation.</li> <li>- Ensure match between advocate &amp; protégé is a good fit.</li> </ul>

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ACCOUNTABILITIES	TASKS
<p><b>PROTEGE AND ADVOCATE FOLLOW UP AND SUPPORT</b> Under direction undertake activities to support matches to promote the maintenance of positive protege/advocate relationships.</p>	<ul style="list-style-type: none"> <li>- Provide follow up and support on an individual and group basis.</li> <li>- Respond to advocate enquiries and provide support to resolve any issues which may arise.</li> <li>- Remain informed about developments relevant to people with intellectual disability and share relevant information with advocates.</li> <li>- Organise program social events for proteges/advocates to meet as a group.</li> </ul>

ACCOUNTABILITIES	TASKS
<p><b>ADVOCATE TRAINING</b> Under direction undertake activities to provide advocates with opportunities for continued skill development relevant to their roles.</p>	<ul style="list-style-type: none"> <li>- Coordinate training events including organizing trainers/speakers and liaising with advocates.</li> <li>- Keep Advocates informed of any external training / information opportunities.</li> </ul>

ACCOUNTABILITIES	TASKS
<p><b>GOVERNANCE</b> Under direction support required activities to support the operation of the Committee of Management.</p>	<ul style="list-style-type: none"> <li>- Assist with the preparation of reports for Committee of Management meetings.</li> <li>- Attendance at Committee of Management meetings.</li> </ul>

ACCOUNTABILITIES	TASKS
<p><b>REPORTING</b> Support the Program Coordinator to collate required data for reports sought by funding bodies.</p>	<ul style="list-style-type: none"> <li>- Record all required information into database.</li> </ul>

## CITIZEN ADVOCACY SUNBURY AND DISTRICT POSITION DESCRIPTION

KNOWLEDGE, EXPERIENCE AND SKILLS
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Well-grounded knowledge of the disability sector, particularly as it relates to the needs of people with an intellectual disability.	Well-developed IT skills including Microsoft office suite, Outlook & database.
Demonstrated ability to communicate effectively with a diverse range of people and develop positive, empowering and collaborative networks and relationships.	Demonstrated ability to work autonomously and unsupervised.
Confident public speaking skills and the demonstrated capacity to present to a diverse audience.	Experience in working with and supporting volunteers (desirable)
Demonstrated ability to create content for social media (eg; Facebook)	

### Other requirements

- Preparedness to work flexible hours (may include some evening and weekend work)
- Must hold a current driver's license and have access to a vehicle.
- Must be prepared to undertake a Police and Working with Children check.