

## Position Description Disability Advocate

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<b>Position Title:</b>	Disability Advocate
<b>Employer:</b>	Leadership Plus Inc
<b>Hours:</b>	Part Time
<b>Reporting To:</b>	Team Leader - Advocacy
<b>Classification:</b>	SCHCADS Award 2010 CDW (Class range Level 3.2 to Level 4.4)
<b>Location:</b>	Level 4, 4 Collins St, Melbourne 3000 Predominately working from home. Attendance will be required at periodic team meetings held in Melbourne.

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Leadership Plus works towards an inclusive society in which all people are valued members of the community and who have opportunities to achieve their full potential.

### **Vision**

Empowering people with disability.

### **Mission**

To advocate for individuals, ensure human rights and influence social change so that all people with disability may:

- Exercise choice
- Have opportunity to reach their full potential
- Participate socially and economically

Leadership Plus promotes individual choice, the right to personal development and social and economic participation for people with disability. We believe that everyone benefits from living in an inclusive society that supports diversity.

### **Duties:**

#### ***Individual and Self Advocacy Support:***

Our advocacy provides assistance to people with disabilities to represent their own views, needs and expectations to disability service providers, mainstream service providers, government departments, statutory

authorities, courts and other bodies as required. The advocacy assistance is funded under the National Disability Advocacy Program (NDAP). The Department of Social Services also fund Leadership Plus to provide assistance with the National Disability Insurance Scheme (NDIS) Appeals. The advocacy work is informed by the NDAP, NDIS Appeals guidelines and Leadership Plus policies and objectives.

Provide co-ordinated individual advocacy, which may include:

- Engaging with people with disabilities, their loved ones and families, and providing information regarding their rights, entitlements and participation in community.
- Developing an advocacy plan to identify goals, strategies and outcomes.
- Implementing the advocacy plan in a timely manner with a genuine commitment to the person.
- Regularly reviewing and evaluating the advocacy plan.
- Attending meetings with clients predominantly via phone or video calls.
- Travel to meetings in community locations e.g., in client's homes located throughout a large target area, community locations and the Melbourne CBD as approved on a case-by-case basis by the Management team.
- Resource individuals or groups to facilitate their own advocacy efforts (self-advocacy).
- Ensuring that advocacy assistance takes into account the diversity of needs of Indigenous and Culturally and Linguistically Diverse (CALD) communities.
- Promoting a positive image of people with disabilities.
- Managing a caseload and maintaining relevant client records and data for use in reports and systemic advocacy.
- Participating in regular intake meetings, team planning, staff meetings and systemic work,
- Any other reasonable duties associated with achieving the stated objectives of the position and the organisation.

### ***Key Selection Criteria***

- Knowledge of the issues relevant to people living with various disabilities and the support systems designed to address these needs.
- A commitment to respectful communication with people living with a disability who may have diverse backgrounds and a wide range of assistance requirements.
- 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.
- Computer literacy.
- Ability to travel throughout the Melbourne metropolitan area and, on occasions, state-wide. All travel is currently limited.
- A sense of humour.

### **Desirable:**

- Experience of disability advocacy or disability service provision.
- Relevant tertiary qualification.
- Personal or indirect experience of disability.
- Knowledge of the issues affecting people with Acquired Brain Injury (ABI) and the specific systems of support for this group will be an advantage.
- Links to the non-English speaking background community.

## Conditions of Employment

Leadership Plus's workplace conditions are based on the Social, Community, Home Care and Disability Services Industry Award 2010, the National Employment Standards and the policies and procedures of the organisation.

- Rates of pay are based on the SCHCADS Award 2010, which provides for a salary range of \$69,195.88 to \$83,479.76 per annum pro rata depending on experience and qualifications.
- The position is funded through 30 June, 2023. Further extension not guaranteed and so the position will be contracted for that duration.
- Leadership Plus is a Public Benevolent Institution (PBI) and Salary packaging is available to employees up to the maximum amount allowed by the ATO. The Salary packaging can also include a Meal Entertainment and Venue Hire Allowance component. This condition is subject to any future changes in the organisation's status and any relevant changes in tax laws.
- The position part time
- A probationary period of six (6) months applies.
- Leadership Plus is a family friendly employer.
- Full COVID vaccination or valid exemption is required.
- Reliable internet connection to facilitate work from home. IT equipment will be provided.