

## Disability Advocacy and Support Officer

<b>Contract type</b>	<b>Dubbo:</b> Full time, Fixed term to June 2026 <b>Moree:</b> Part time, Fixed term to June 2026
<b>Salary range</b>	\$69,278 to \$78,006 (full-time)
<b>Please indicate which location you are applying for</b>	Dubbo <span style="margin-left: 150px;">Moree</span>
<b>Submit applications to</b>	Rebekah Woodward, Recruitment Manager (New Programs) <a href="mailto:rebekah.woodward@alsnswact.org.au">rebekah.woodward@alsnswact.org.au</a>
<b>Applications close</b>	EOD 1 June 2023 <i>Please apply promptly, as we may interview through the vacancy period.</i>
<b>Recruitment notes</b>	All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.  <i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i>  The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.  The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.
<b>Employee benefits</b> <b>Salary packaging</b>	At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.  Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.  Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.
<b>Application sections and checklist</b>	Please make sure you have completed all the requirements of the application. <ol style="list-style-type: none"> <li>1. Completed ALS Application Form</li> <li>2. Cover Letter stating how you meet the selection criteria (key competencies and requirements on page 4)</li> <li>3. Your up-to-date Resume</li> <li>4. A copy of your current driver's license</li> <li>5. A copy of your Working with Children's or Vulnerable Persons Check</li> <li>6. A copy of your Covid-19 Vaccination Certificate(s)</li> </ol> <p>Incomplete applications will not be accepted.</p>
<b>Position Description</b>	The Position Description can be found at the end of this document.

## ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

<b>First name</b>	
<b>Last name</b>	
Preferred name	
<b>Phone number</b>	
<b>Email address</b>	
<b>Residential address</b> <i>(optional)</i>	
<b>Do you identify as Aboriginal or Torres Strait Islander?</b>	<p><b>Yes</b> <i>Aboriginal</i> <b>No</b> <input type="checkbox"/></p> <p><i>Torres Strait Islander</i></p> <p><i>Aboriginal &amp; Torres Strait Islander</i></p>
<b>Have you attached a copy of your current drivers' licence?</b>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i></p>	
<b>Do you consent to undertaking a Police Check?</b> <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<b>Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)</b>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p><i>If held: WWCE</i> <span style="float: right;"><i>Expiry date:</i></span></p>
<b>How did you hear about this position?</b> <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>	

## **POSITION DESCRIPTION**

### **DISABILITY ADVOCACY AND SUPPORT OFFICER (ACFAS)**

#### **CARE AND PROTECTION/FAMILY LAW PRACTICE**

**FIXED TERM – (to June 2026)**

#### **PRIMARY OBJECTIVE**

The purpose of this role is to advocate for and support families with an intellectual and/or physical disability who are involved in the early stages of the child protection system.

The role is part of the new ALS Child and Family Advocacy and Support (ACFAS) program, which aims to keep Aboriginal and Torres Strait Islander families safe and out of the child protection system.

#### **REPORTING RELATIONSHIPS**

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO). This role reports directly to the Program Manager (ACFAS) or their delegate.

#### **ORGANISATIONAL ENVIRONMENT**

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

#### **KEY COMMUNICATIONS**

This position requires the ability to work collaboratively with ALS team members and demonstrate effective written and verbal communications skills.

**Internal:** The position holder will liaise closely with other advocates as well as solicitors, social workers, advisors and administration officers working in the ACFAS program.

**External:** The position holder will develop and maintain meaningful partnerships with a diverse range of stakeholders, including local Aboriginal communities, ACCOs, support agencies and the Department of Communities and Justice (DCJ).

#### **KEY AREAS OF RESPONSIBILITY**

- Provide families with high quality information about the child protection system to help them navigate it, including:
  - Assisting the family in understanding the DCJ's actions and decisions
  - Assisting the family in considering their rights, options and the potential outcomes of their choices
- Support families in understanding and focusing on their child's safety and wellbeing

- Support families to self-advocate, or as directed, represent their views or preferences to others
- Advocate for the family's view of what is needed for their child where required
- Contribute to positive engagement with families and organisations to help the family's needs be at the centre of service delivery
- Support accessing services to meet the family's needs, including the NDIS, Centrelink, disability support services and appropriate housing
- Attend court or meetings to support families as appropriate
- Maintain records and files in an orderly and professional manner, including the recording of all data into ALS databases for statistical and reporting purposes
- Perform other reasonable duties as directed
- Adhere to ALS's Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) policies, work practices and rules
- Demonstrate a commitment to and behaviours that align to ALS Values and ALS Code of Conduct

## **KEY COMPETENCIES AND REQUIREMENTS**

### ***Essential***

- Knowledge and appreciation of the cultural and social needs of Aboriginal and Torres Strait Islander people combined with continuing respect and support for Aboriginal and Torres Strait Islander cultural practices when considering service delivery and other support for clients, their families, communities and employees
- Demonstrated experience working proactively with clients with varied disabilities
- Demonstrated experience in child protection, community development, community sector advocacy, social work, family support service provision or related field
- Demonstrated experience working with children and families in a culturally safe and trauma informed way
- Strong interpersonal skills and ability to establish and maintain boundaries
- Good written and verbal communication skills
- Computer literacy with the ability to learn new systems and technology
- Ability to adapt to change and work in a start-up environment

### ***Desirable***

- Identify as an Aboriginal and/or Torres Strait Islander person
- Qualification in social work, community services, affiliated medical or related field
- Unrestricted NSW driver's licence with the ability to travel intrastate and carry passengers
- Previous experience working in an Aboriginal or Torres Strait Islander community-based organisation
- Previous experience working in a legal practice
- Knowledge of and connections within local Aboriginal communities