



Disability
Justice
Australia Inc.

Position Description – Disability Advocate Part Time Casual

Position Title	Disability Advocate
Employment Status	Part Time Casual 20 Hours per week
Employment Conditions	<p>DJA is a family friendly employer so days of the week required for duty are negotiable and flexible in accordance with the current Enterprise Agreement, the SCHADS award and the National Employment Standards to ensure the needs of clients can be met. Initial starting days and times are 9.00am-2.00pm Monday-Thursday.</p> <p>DJA is an Equal Opportunity Employer.</p> <p>We also provide salary packaging.</p>
Contract	<p>From Date of Appointment to 30 June 2026</p> <p>Possibility of ongoing employment subject to a successful application for funding under the proposed new Individual Disability Advocacy Program. https://consultations.health.gov.au/disability-and-carers-group/individual-disability-advocacy-reform/</p>
Award	Social, Community, Home Care and Disability Services Industry Award (SCHADS) Social & Community Services Employee, Level 5.1
Hourly Rate including 25% Casual Loading	At \$63.75 per hour as from 01/07/2025
Superannuation Guarantee Award	12% of ordinary time earnings (OTE) are paid on top of your wages.
Employer & Location	Disability Justice Australia Inc Unit 2, 28A Albert Street, Preston, Vic 3072
Reporting To	Chief Executive Officer

About Us

1. Disability Justice Australia Inc (DJA) is a specialist not-for-profit cross disability advocacy agency funded by the Commonwealth Department of Health, Disability and Ageing (DHDA) to provide advocacy assistance to people under the National Disability Advocacy Program (NDAP) <https://www.health.gov.au/our-work/ndap>
2. We are in our 35th year of continuous operation and we report directly to the Australian Securities & Investments Commission (ASIC) and the Australian Charities and Not-for-profits Commission (ACNC).
3. We are also registered with the Australian Taxation Office (ATO) for exemption from Income Tax, GST concessions, the Fringe Benefits Tax and we are endorsed as a Deductible Gift Recipient (DGR) from 1 July 2000 (ABN: 95 702 434 250).
4. DJA is independently audited and registered under the National Standards for Disability Services (NSDS) to deliver advocacy services to people with a disability and their families. This registration ensures our accreditation as a funded organisation by the [Commonwealth Department of Health, Disability and Ageing](#) (DHDA). We have an elected Board all of whom have disabilities from amongst members of the organisation.
5. We specialise in providing legal advocacy to people with disabilities. See <https://dja.org.au/dja-home-page/legal-advocacy/>
6. Please refer to the website at www.dja.org.au for more information

Our Values Statement

We promote, empower, enhance and protect the human rights of people with disabilities by:

- Supporting their full and effective participation and inclusion in society
- Respecting their intrinsic dignity
- Recognising their right to equality of opportunity
- Showing respect for individual differences regardless of disability, age, gender, culture, heritage, language, faith, sexual identity and relationship status
- Respecting their right to independence and to make their own choices
- Having preventative measures in place to ensure they are free from discrimination, exploitation, abuse, harm, neglect and violence.
- Making our services and our built environment accessible
- Providing advocacy and support services that are based on the minimal restrictive options and are contemporary, evidence-based, transparent and capable of review
- Recognising the role of families, friends and carers in safeguarding and upholding their rights; and by
- Working in collaboration and/or in partnership with other organisations and community members to support individuals to connect with family, friends and their chosen communities

Our Mission Statement

Enriching the lives of people with disabilities through innovative and person-centred solutions.

The Staff Team comprises	<ul style="list-style-type: none">• Chief Executive Officer• Disability Advocates• Administration Officer• Finance Officer• Systems Development Project Officer• Volunteers• Students on Placement
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About the role

The Disability Advocate position is essential to the delivery of DJA's organisational objectives, and the successful applicant will be an important member of the staff team. We are funded to provide advocacy services to people with disabilities under two separate programs.

1. National Disability Advocacy Program (NDAP)

The disability advocate will provide Individual and Legal Advocacy across Metropolitan Melbourne. See www.dja.org.au for more information

2. NDIS Appeals Support

The disability advocate will provide support to NDIS Participants who live in Metropolitan Melbourne and require support to appeal to the Administrative Review Tribunal (ART) against a decision by the NDIA. See <https://www.art.gov.au/applying-review/national-disability-insurance-scheme>

Both programs mean

- a) The disability advocate will be required to work towards the promotion and protection of the welfare of, and justice for, the people they support.
- b) Work practices must demonstrate and promote a positive image of people with disabilities.
- c) The disability advocate will be required to travel to meet service users in a wide variety of situations across the local government areas of Banyule, Bayside, Boroondara, Brimbank, Cardinia, Casey, Darebin, Frankston, Glen Eira, Greater Dandenong, Hobsons Bay, Hume, Kingston, Knox, Manningham, Maribyrnong, Maroondah, Melbourne, Monash, Moonee Valley, Moreland, Nillumbik, Port Phillip, Stonnington, Whitehorse, Whittlesea, Wyndam and Yarra.
- d) A Cab Charge card is provided for work travel
- e) A work vehicle and Myki card are provided for shared use by the staff team.
- f) An office workstation with a Windows PC, landline, onsite wi-fi access, mobile phone, DJA Photo ID Card, DJA email address and remote access are provided.

g) Ongoing Professional development to implement the 3 Position Objectives below.

Position Objectives

The position has three objectives:

1. To provide quality advocacy and/or referrals to people with disabilities eligible under the NDAP and NDIS Appeals funded programs in accordance with DJA policies and procedures and our funding agreement.
2. To provide referrals and information to people with disabilities, their family members and service providers who are ineligible to receive advocacy under the two funded programs described above or who require services for which we are not funded.
3. To provide quality systemic advocacy to achieve outcomes that accord with the DJA Values Statement.

Specific Duties

The Disability Advocate will

1. Implement the three Position Objectives with clients as allocated by the Chief Executive Officer.
2. Prioritise support, attend to major justice, social and welfare needs consistent with the National Standards for Disability Services at <https://www.health.gov.au/resources/publications/national-standards-for-disability-services?language=en>
3. Develop Advocacy Plans in consultation with clients so that a clear course of action can be taken to achieve a satisfactory outcome
4. Provide support, resources, learning opportunities and information to enable individuals and groups to undertake self-advocacy when possible
5. Review and evaluate Advocacy Plans and assist with the implementation of identified goals with the people they support, whilst respecting each person's individual needs and dignity
6. Provide advocacy in a manner and with patience that will empower the people they support
7. Collect, collate and protect confidential client information as required by the Data Exchange Protocols at <https://dex.dss.gov.au/data-exchange-protocols>
8. Provide input into reports for the Board, the Chief Executive Officer and our funding authority
9. Participate in Team meetings
10. Any other duties associated with achieving the stated objectives of the position and the organisation.
11. Assist in the planning and preparation of DJA events such as member meetings and client forums

12. Comply with all DJA policies and procedures

Key Selection Criteria

1. An appropriate post-secondary certificate, diploma and/or a graduate or post graduate degree qualification in law, community services, community development, social welfare, social work, disability or advocacy
2. Knowledge of issues relevant to people living with disabilities including those from Cultural and Linguistic Diverse backgrounds and First Nations peoples
3. A high level of written, face to face and telephone communication skills
4. Good interpersonal skills including patience, empathy, and a sense of humour
5. Knowledge and understanding of privacy and disability discrimination legislation
6. Proven ability to perform the duties of the position
7. Demonstrated commitment to ongoing professional development and training
8. The ability to work independently and use own initiative with a high degree of responsibility
9. Exceptional time management and self-organisational skills
10. The demonstrated ability to work cooperatively as a team member
11. A commitment to direction, supervision and advice from the Chief Executive Officer
12. Computer literacy and demonstrated use of MSWord, Outlook, PowerPoint, Excel and Adobe pdf documents.

Conditions of Employment

Desirable

Lived experience as a person with disability or as a carer of a person with disability.

Compulsory

1. A satisfactory Police Records Check current within 6 months of starting in the position
2. Working with Children Check with at least 12 months left before expiry
3. Three satisfactory Referee checks confirming capacity to undertake the role.
4. Satisfactory completion of an Induction into the role.

DJA will reimburse the costs of applying for a Police Records Check and Working with Children Check for the successful applicant if they do not already have these.

For further information contact the office on 03 94740077 or refer to the website at www.dja.org.au