



Position Description NDIS Appeals Advocate

Position Title:	NDIS Appeals Advocate
Employer:	Leadership Plus Inc
Hours:	22.8 Hours Per Week (3 days equivalent)
Reporting To:	Operations Manager
Classification:	SCHCADS Award 2010 CDW (Class range Level 4.1 to Level 4.4)
Location:	Predominately working from home. Attendance will be required at periodic team meetings held in Melbourne.

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

Our Mission and reason for being:

Recognising, asserting and ensuring the rights of people with disability.

To work alongside people with disability so that they have access to and exercise their rights and opportunities in life.

Our vision

For society:

Advocacy for an equitable, inclusive and just society.

For our organisation:

To be an organisation that provides a professional and quality advocacy service responding to the evolving needs of people with disabilities and their changing social context.

Our advocacy provides assistance to people with disability 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 Department of Health, Disability and Ageing specifically funds a program to support people who wish to have a decision made by the NDIA reviewed by the Administrative Review Tribunal (ART). While the work is funded under the appeals program, it is informed by the broader National Disability Advocacy Program as well as the NDIS Appeals guidelines and Leadership Plus policies and objectives.

Duties:

This position assists people with disability who seek review of NDIS decisions made by the National Disability Insurance Agency.

- Engage with people with disability, their loved ones and families who are interacting with the NDIS, and provide information and assistance regarding their rights, entitlements, appeal processes and the suitability of NDIS plans.
- Develop, implement and review advocacy plans.
- Build rapport through meeting with clients, via phone, video calls or in person.
- Attend in person meetings with clients as approved by the Management team.
- Resource individuals to represent themselves.

- Provide input which contributes to the organisation's knowledge and understanding of systemic advocacy issues, particularly in relation to the NDIS.
- Participate in communities of practice related to NDIS Appeals.
- Consider the diversity of needs and intersection of various communities.
- Promote a positive image of people with disability.
- Manage a caseload and the administrative requirements including the maintenance of client data and records.
- Participate in regular intake meetings, team planning, employee meetings and systemic work.
- Any other reasonable duties associated with achieving the stated objectives of the position and the organisation.

Key Selection Criteria

- Qualification in a relevant field such as law, disability, community development, community health or social work.
- Knowledge of the issues relevant to people living with various disabilities and the support systems designed to address these needs.
- Demonstrated commitment to the rights and empowerment of people with a disability.
- Understanding of the NDIS environment and willingness to keep informed of the ever-changing environment.
- 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.
- Ability to travel throughout Melbourne metropolitan area and on occasion state-wide.
- Computer literacy.
- A sense of humour.

Desirable:

- Personal or indirect experience of disability.
- An understanding of the NDIS external appeals process.
- Demonstrated experience and/or understanding of the Administrative Review Tribunal (ART).
- Legal knowledge or experience in relation to disability.

Conditions of Employment

Leadership Plus' 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 \$92,286.48 to \$99,294.52 per annum pro rata depending on experience and qualifications.
- A probationary period of six (6) months applies.
- The position is funded through 30 June 2028.
- Leadership Plus is a Public Benevolent Institution (PBI), and salary packaging is available to employees up to the maximum amount allowed by the ATO. Salary packaging also includes 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 is for 22.8 hours per week, equivalent to 3 days, with Tuesday mandatory.
- Leadership Plus is a flexible and family friendly employer.
- The employee must have a reliable internet connection to facilitate working from home. IT equipment will be provided.