

SCHEDULE A: POSITION DESCRIPTION

ORGANISATION: Advocacy for Disability Access and Inclusion Inc. (ADAI)

POSITION: Facilitator

LOCATION: As specified in Employment Contract

REPORTS TO: Team Leader

POSITION SUMMARY

Advocacy for Disability Access and Inclusion is funded by the Commonwealth to provide advocacy services to people with a disability living in South Australia.

The Information, Linkages and Capacity Building – Individual Capacity Building (ILCB) Program will be delivered to people with lived experience of disability, their families or carers in regional areas with the objective of raising their knowledge, capacity and confidence in relation to their rights and the exercising of those rights. The Program will also focus on supporting and educating people with disability to access, with knowledge and confidence, the services and supports they require in the areas of disability, health and community services.

The Program will be delivered to regional and remote communities through Program Facilitators who will be employed from and live within the communities they are servicing, as a result having firsthand knowledge of their communities and the needs of those communities.

REPORTING RELATIONSHIP

Reports to the Team Leader, ILCB.

The Facilitator will liaise effectively with all clients and stakeholders and work cooperatively and respectfully in a team environment with all other ADAI staff, the Chief Executive Officer, the Board of ADAI, and external service providers.

RESPONSIBILITIES

The Facilitator is accountable for the efficient and effective provision of advocacy services including a range of administrative and reporting activities and requirements in line with the funding contractual obligations and ADAI's policies and procedures.

DUTY STATEMENT

The objectives that ADAI will seek to deliver under this grant opportunity are:

- people with disability, their families and carers, have the skills, knowledge and confidence to access and navigate disability, health, and other community services and activities
- people with disability, their families and carers, are aware of their rights and have the skills, knowledge and confidence to exercise those rights

- projects innovating new ideas and practices to support disability care and inclusion that may offer a model to better supporting the objectives above

These objectives will be achieved through the following activities:

- developing and running new peer-to-peer activities for people with disability either in person, online, and/or via phone/teleconference
- providing information and training regarding disability rights and self-advocacy for people with disability
- training and support for people with disability to better access and navigate disability and other systems.

The Facilitator will:

- Identify self-advocacy paths for individual consumers and support them along those paths.
- Contribute to the development of self-advocacy tools.
- Provide information and support to workers and agencies working with people with disabilities and who seek services on behalf of their consumers.
- Ensure records are kept accurately and in a timely manner.
- Contribute to reporting requirements that meet the governance and contractual requirements of the organisation.
- Contribute to organisational development as part of the team.
- Maintain currency in the disability field and in issues affecting the lives of people with disabilities.
- Participate in performance development and training, utilize networks, and attend professional development as required.
- Promote, maintain and contribute to their own, and the team's, health and safety.
- Attend regular staff meetings.
- Maintain industry standards and legislative obligations.
- Collect and maintain client information on the ADAI database.
- Collate data and draft other reports as necessary.

LEVEL OF RESPONSIBILITY

Tasks are performed under the general direction of the Team Leader and Chief Executive Officer.

Decisions are generally made within the scope of established policies, procedures and guidelines however a flexible and creative approach in achieving successful outcomes for clients is expected.

SELECTION CRITERIA – ESSENTIAL

- Ability and understanding to promote self-advocacy skills for people with disabilities
- Good understanding of the agencies and services for people with disability in the rural and regional area.
- Informed, highly resourceful, effective and self-confident.
- Demonstrated ability to provide effective respectful advocacy support for clients with a wide range of disabilities through all aspects of an advocacy process supported by ADAI.
- Ability to develop and maintain constructive relationships with a wide variety of stakeholders.

- Ability to identify the needs of those with disability, their families and carers and determine what information or resources may assist to address those needs
- Capacity to work independently as well as part of a team.
- Decision-making skills showing sound judgement.
- Results-focused. Capacity to plan, manage time and adjust priorities to achieve goals or targets.
- Ability to coordinate, manage and address public meetings.
- Demonstrated experience in working flexibly to provide an appropriate and responsive service to clients.
- Demonstrated ability to differentiate between advocacy and other forms of support not provided by ADAI.
- Good written and oral communication skills
- Demonstrated sound knowledge of and competence in the use of Microsoft suite of programs and the internet.

DESIRABLE

- Knowledge of services and resources relevant to people with a disability
- Basic knowledge of the law and legal resources relevant to people with a disability

SPECIAL REQUIREMENTS

- Employment is subject to a satisfactory National Criminal and Working with Children check
- Appointment is subject to adherence to ADAI's Code of Conduct
- Current Child Safe Environments Certificate
- Current Australian issued Drivers Licence (equivalent to a minimum class C South Australian Licence)

I understand and accept the above duties related to the position.

Employees Name _____
(Please print)

Employee Signature _____ Date _____

Chief Executive Officer on behalf of the Board of ADAI.



Tanya O'Neil
Chief Executive Officer