

**POSITION DESCRIPTION –**

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| <b>Position:</b>               | Aboriginal and Torres Strait Islander Advocate   |
| <b>Employer:</b>               | Rights Information & Advocacy Centre Inc.  |
| <b>Hours:</b>                  | Part Time – 22.8 with the possibility of additional hours<br>FIXED TERM ENDING 30 <sup>th</sup> June 2020            |
| <b>Award:</b>                  | Social, Community, Home Care and Disability Services<br>Industry Award 2010 and the National Employment<br>Standards |
| <b>Classification:</b>         | Social and Community Services  |
| <b>Management/Supervision:</b> | Manager-Aboriginal and Torres Strait Islander Advocacy<br>Program  |
| <b>Location:</b>               | Shepparton   |

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### **Background**

Rights Information & Advocacy Centre Inc. (RIAC) is a not for profit organisation operating throughout central and north western Victoria, Geelong and southern New South Wales providing information, advocacy and support to people with disabilities, older people, their families, carers and communities.

### **Position Objective**

The successful applicant will be required to undertake advocacy and assertive outreach to support people with disabilities and their families/carers within the Aboriginal and Torres Strait Islander communities. They will work in partnership with the Advocacy Manager and predominantly work with female members of the community.

They will also have specific responsibilities for promotion and education within the community and will have a range of reporting and administrative responsibilities that are required for RIAC's quality assurance purposes and to meet funding body arrangements.

### **Key Roles & Responsibilities**

#### Individual Support & Advocacy

- Work one-to-one with people with disability and/or their carers to ensure and facilitate their access to services, and equitable treatment within services;
- Work with individuals and their families to ensure equitable access to the National Disability Insurance Scheme;
- Foster self-advocacy. Where self-advocacy is not appropriate, provide individual advocacy support, developing and implementing an individual advocacy plan in partnership with the person;

- An understanding, or the ability to quickly acquire an understanding, of all Acts of Legislation relevant to the lives of people with disability;
- To ensure that all relevant Disability Advocacy Standards and legislation are complied with;
- To adhere to RIAC's policies, procedures & systems;
- To contribute to RIAC meeting advocacy targets;
- To maintain effective working relationships with relevant service providers, stakeholders and Government Departments;
- To ensure effective working relationships are developed and maintained with all other RIAC staff;
- Have an understanding of individual advocacy and its relationship to the lives of people with a disability;
- Demonstrated commitment and a clear understanding to human rights and social justice;
- Ability to analyse, plan and implement advocacy strategies with or on behalf of people with disability;
- Engage with community members and assist them to access the NDIS;
- Knowledge of the disability and human services networks at regional, state and national levels and how they may impact on people's lives; and
- Sound written and oral communication skills and computer skills, including the ability to prepare case notes, advocacy plans and other documents; liaise with stakeholders; promote the agency and communicate well with clients, colleagues and other agencies.

#### Training and Development

- Attend relevant training to develop skills and knowledge relevant to the role.

#### Education and Promotion

- Provide a community education role regarding the role of the organisation, advocacy and the NDIS;
- Develop promotional materials in a range of accessible formats;
- Identify potential education and promotional opportunities;
- Assist in the development of skills in self-advocacy – conducting individual or group sessions; and
- Evaluate sessions and prepare reports on activities.

#### Administration and Reports:

- Collect and maintain client information on databases and
- Collate data and draft other reports as necessary.

#### Other functions including:

- Identify systemic issues and trends; and
- Actively contribute to RIAC meetings and participate in staff development initiatives.

## **KEY SELECTION CRITERIA**

To competently perform in this position, the person should possess the following knowledge, skills and experience outlined in the following Key Selection Criteria:

1. Demonstrated understanding and strong commitment to the rights and interests of people with disability and self-advocacy as an essential part of effective empowerment.
2. Experience working within the Aboriginal community.
3. Experience in developing and maintaining effective communication with clients on complex matters, issues and/or complex situations.
4. Experience in working flexibly and creating realistic strategies tailored to resolve issues/challenges faced by people with disability. Demonstrated outcomes and strength based focused approach to service delivery.
5. Experience in delivering an accessible and responsive service to clients and the ability to critically review one's own practice.
6. High-level skills in networking and forming capacity-building partnerships with others.
7. Excellent organisational skills and a demonstrated capacity to act independently using discretion and sound judgement.

### **Mandatory Skills/Experience**

8. Qualifications in social sciences, human services and/or a minimum three years equivalent combination of relevant experience, education and/or training in the community services sector.
9. Demonstrated ability and experience in working effectively and collegially in partnerships and as part of a team.
10. Competent, or have the capacity to become competent, in the use of relevant computer software programs.
11. A Victorian Drivers' license.

### **Other position requirements:**

1. The completion of a satisfactory National Police Records Check, Working with Children Check and a variety of Statutory Declarations will be required prior to commencement.
2. The incumbent will be required to work in accordance with RIAC's performance development system and RIAC's policies and procedures.
3. Some overnight travel may be required on occasions.

### **Award / Agreement**

RIAC employees are employed under the Social, Community, Home Care and Disability Services Industry Award 2010 and the National Employment Standard.

RIAC currently has generous salary packaging arrangements available to its employees.

### **Performance Review**

A six month probationary period applies to this position. RIAC has a Performance Development System which includes the development and review of an annual Performance Plan.