



# Gippsland Disability Advocacy

## Readvertised

### Position Description - Disability Advocate- East Gippsland/ Bairnsdale

An opportunity exists for an enthusiastic, self-motivated, and self-disciplined person for the following position located in Bairnsdale covering the Gippsland East district.

### Disability Advocate – East Gippsland/Bairnsdale (.6 to 30 June 2025)

#### **Mission:**

To advocate and promote social justice and equitable access for people living with disability.

#### **Vision:**

A local professional advocacy service driving change and empowering people living with disability to exercise their rights.

#### **Organisational Values**

1. **Human Rights:** We advocate for the fundamental rights of people living with disability. We strive to promote their dignity and equity in all aspects of our work.
2. **Empowerment:** We provide information and knowledge, build confidence and capacity, connect with community, share leadership, appreciate achievements, and support each other.
3. **Respect for All:** We strive to create a welcoming and inclusive environment. We believe that everyone deserves to be treated with respect, patience, and kindness. We are nonjudgemental and welcome diverse perspectives.
4. **Independent:** We operate without bias. We respect each client's freedom to choose service providers that best meet their needs.
5. **Learning:** We engage in continuous learning and self-improvement. We embrace the dignity of risk and accept that everyone has the right to fail

## **Position Summary:**

The position of Disability Advocate will be responsible for assisting people with disability to resolve issues through effective individual or systemic advocacy support.

### **Objectives of the Position:**

- To assist people with disabilities to resolve issues through effective individual advocacy support.
- To promote self-reliance and increased self-esteem among people with disabilities through ongoing support for self-advocacy and community advocacy support groups in the Gippsland region.
- To ensure the rights of people with disabilities as citizens and consumers of services are recognised and upheld.
- To raise awareness of disability issues in the wider community through participation in projects and forums that facilitate community education and through collaboration with community groups, networks, and schools.
- To provide information and referrals to appropriate specialist services for individuals, their families and /or carers.

### **Accountability:**

The position of Disability Advocate is accountable to the Executive Officer.

### **Classification:**

Community Development Worker: As per SCHADS Award commencing at year level as appropriate to experience and qualifications.

### **Conditions of Employment:**

- Employment conditions will be generally in accordance with the Social, Community, Home Care and Disability Services (SCHADS) Award (MA000100).
- Portable Long Service Leave
- The position will be a 0.6 hours per week. However, hours are negotiable. Flexible hours will be offered to comply with the requirements of the role. Time in lieu will be offered for any additional hours worked but must be approved by the Executive Officer in advance.
- Additional hours must be monitored and maintained at a manageable level.
- Willingness to travel is an integral part of this position to comply with expectations of collaborative network partnerships and funding requirements.
- A commitment to take part in professional development and training is required.

- A commitment to demonstrate a sound work ethic and a willingness to work as part of a multi-skilled team is required.
- Annual appraisal and performance reviews will be conducted against stated organisational KPIs and expected outcomes.
- This role is subject to a six-month probationary period.

**Specialist Skills and Knowledge:**

- Excellent time management skills with the ability to be self motivated, to set goals and prioritise work commitments, and to work cooperatively as part of a multi skilled team to achieve agreed outcomes.
- Demonstrated effective writing and communication skills and the ability to relate to the public at all levels.
- Excellent computer, research and organisational skills are required. Competence in the use of MS office suite.
- A sound knowledge of current Disability Discrimination and Human Rights Legislation including the Victorian Human Rights Charter, the Victorian Department of Family Fairness & Housing Standards and the National Disability Advocacy Standards is required.
- Demonstrate a good understanding of Community Development processes, the Disability Advocacy and Disability Services Sectors and current service delivery trends and developments.
- Ability to liaise and network appropriately with Govt. Departments, senior personnel, key stakeholders, and other external organizations and networks.

**Key Responsibilities:**

- Assist people with disabilities to resolve issues through effective individual advocacy.
- To work within GDA policies and procedures and with the leadership of the Executive Officer.
- Responsibility for providing timely reports and to comply with documentation requirements, including the use of vehicle logbooks.
- Develop individual client focused and driven advocacy plans, intake, exit and referral documents.
- Provide timely reports and maintain up to date comprehensive case notes for each client, including input of data into an electronic database.
- Accept responsibility to comply with your Duty of Care and OHS requirements regarding the safety of yourself and others in the workplace.
- As part of a multi skilled team and at the direction of the Executive Officer, actively work to improve the service and to comply with developing GDA Quality Improvement policies.
- Participate in staff meetings, training and professional development as required and in consultation with the Executive Director.
- Participate in the GDA staff performance appraisal process annually.

- Identify appropriate strategies to promote greater community awareness of Disability related issues and develop a sound knowledge of resources, options, and support networks available in the community.
- Assist with the development and distribution of the quarterly newsletter.
- Provide administration and advocacy support and participate in community advocacy and self-advocacy group meetings, public forums, and training for people with disabilities, including taking Minutes as required.
- Assist with network development and linking groups into community resources.
- Other tasks may be required from time to time with the leadership of the Executive Officer.

**Personal Attributes:**

The most important personal attributes required for this role are:

- The ability to manage workplace stress and to take part in debriefing, as necessary.
- Personal maturity and a sound understanding of the necessity to minimize personal and professional risk of harm to oneself and / or the organization.
- Professional courtesy, respect and consideration must always be shown to consumers and colleagues.
- Personal integrity and dealing honestly with people are of paramount importance in this role. Confidentiality and privacy must always be maintained. Any perceived conflict of interest must be reported to the Executive Officer immediately to be addressed as soon as possible.

**Prerequisites:**

- A tertiary qualification in a relevant field.
- At least three years' experience working in a Disability Advocacy or Community Services related field.
- Current Working with Children Check.
- Current Police Check.
- Current Victorian Drivers Licence.
- Current NDIS Worker Screening registration.
- Comply with government vaccination requirements.
- Three current professional referees.

**Key Selection Criteria:**

- Understanding of and commitment to promoting the rights of people with disabilities.
- Ability to represent and promote GDA to the wider community in a professional manner.
- Demonstrated understanding of the processes and practice of community development and the Disability Services Sector as well as current service delivery trends and developments, experience working with disadvantaged groups and individuals.

- Excellent communication skills, both written and verbal, with well developed skills in negotiation, conflict resolution and problem solving.
- Demonstrated ability to effectively network and appropriately liaise with service providers, community groups and individuals.
- Ability to manage time, set priorities and manage caseloads.
- Ability to work as part of a multi skilled team and under the leadership of the Executive Officer.

To apply, you must supply a covering letter as well as addressing the Key Selection Criteria, in a separate document and a Resume, including the name of three (3) professional referees to:

[administration@gdai.org.au](mailto:administration@gdai.org.au)

Gippsland Disability Advocacy is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

For more information on the role please contact Leanne Wishart – Executive Officer Gippsland Disability Advocacy on 03 5175 0444.

A Position Description can be obtained by email to [administration@gdai.org.au](mailto:administration@gdai.org.au) or the GDA website: <https://www.gdai.com.au/about-us/employment/>

**This position closes at 9.00am on Monday 15<sup>th</sup> July 2024**