

POSITION DESCRIPTION

POSITION: Disability Advocate for the Royal Commission (DARC)	LOCATION: NSW
Salary Level: Level 4, Pay Point 3 to Level 5 paypoint 1 (depending on experience) Status: fixed term contract for 1 year subject to funding – three days per week.	Award: SCHCADS Award
SUPERVISOR Disability Advocacy Royal Commission (DARC) Manager	ACCOUNTABILITY <ul style="list-style-type: none"> • There is a 6 months probationary period with a review at the end of this period. • Staff appraisals occur after 12 months
SELECTION CRITERIA	
<p>ESSENTIAL CRITERIA:</p> <ul style="list-style-type: none"> • Understanding of and commitment to social justice principles for people with disability. • Tertiary Qualifications in Counselling or Social Work or similar experiences in human services sector • Demonstrated advocacy skills and experience in working with people with disability • Ability to travel in regional areas NSW with a comprehensively insured motor vehicle and a current driver's license • Competent computer skills and adept in using technology (video conference, video and oral recording involved etc) • High level written and interpersonal communication skills including the ability to work with individuals from diverse backgrounds and cultures who maybe experiencing trauma • Understanding of and commitment to cultural diversity and the rights of people from non English speaking backgrounds. <p>DESIRABLE:</p> <ul style="list-style-type: none"> • Initiative and proven problem solving skills • Preparedness to be flexible in work hours • An understanding of issues confronting people with disability especially those from a CALD background • An understanding of Work Health and Safety principles and procedures • Ability to exercise sound judgment and make independent decisions. • Strong organisational skills with an ability to manage workload. • Ability to work as part of a multidisciplinary team to develop collaborative relationships and networks between agencies. • In addition, the advocate must undertake police and Working with Children checks (government requirement) prior to commencement and have no serious offences that may affect working with vulnerable people 	

ROLE AND SCOPE OF POSITION

The DARC may work at different MDAA Offices and will provide advocacy specially for consumers who experienced/s abuse, neglect and exploitation; community education; networking with relevant government and non-government organisations; promotion of MDAA to relevant stakeholders to encourage engagement to MDAA services and support.

The DARC will:

- Provide advocacy support to consumers who experience abuse, neglect and exploitation to become witnesses to the Royal Commission
- Present consumers stories accurately and with respect to dignity of the consumers
- Provide high-quality advocacy and encourage the development of self-advocacy skills in order to speak up and prevent abuse from happening again;
- Support consumers to tell their stories in a person-centred manner in accessible formats
- Provide support to consumers and help establish a positive collaborative relationship with support networks and assist the consumer by linking to local communities, build skills, and overcome barriers and achieve goals;
- Raise awareness of the rights of people with disability in the community by organising forums, community education sessions.
- Promote MDAA to relevant stakeholders (services, people with disability etc) to encourage engagement in different media platforms
- Network with government and nongovernment organisations and other relevant stakeholders for purposes of individual advocacy matters, systemic, partnerships and collaborative events

POSITION SPECIFIC TASKS

KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
<p>Capacity Building and Advocacy Outcome: Capacity Building and Advocacy are provided for people with disability, families and carers.</p>	<ol style="list-style-type: none"> 1. Supporting consumers to tell their stories of abuse in a person centred manner utilising different formats 2. Undertake advocacy for consumer including taking enquires, making referrals, advocating for individuals and families. 3. Document all enquires, intake and advocacy work in both the data base and consumer files. 4. Provide advocacy that encourages the consumer to gain confidence, resilience and an increased ability to advocate on their own behalf. 5. Identify systemic issues and liaise with the MDAA policy officer to develop 	<ul style="list-style-type: none"> • Compliance with internal service benchmarks met; • Completion of 85 new consumers and/or participants full-time 5 days per week; • Completion of 45 new consumers and/or participants part-time 3 days per week. • Advocacy matters are documented as set out in MDAA policy and procedures. • Service provision is of a high standard and consumer(s) report satisfaction with the service. • Consumer(s) that they are better able to advocate on their own behalf when action plan

	<p>strategies to address systemic issues.</p> <ol style="list-style-type: none"> 6. Maintain contact with staff through attending staff meetings and teleconferencing for Team meetings and individual supervision. 7. Identify media stories focusing on rights and contribute by writing at least one story bi monthly to MDAA's social media (Facebook and twitter) and the bi-monthly newsletter. 8. Contribute to the development of resources, fact sheets, issue papers and the Annual Report as necessary. 9. Attend community meetings to promote MDAA services and raise awareness about the rights of people with disability. 	<p>is completed.</p> <ul style="list-style-type: none"> • Systemic issues are raised and addressed. • Quarterly staff meeting and monthly Team meeting are attended. • Monthly supervision is undertaken. • Consultations, consumer forums and workshops are delivered as per the work • Contributions are made to MDAA resources and newsletter. • Input to resources, fact sheets, issue papers and the Annual Report are provided. • There is an increase in awareness of disability issues. • Strategic relationships and networks are formed with community organisations that enhance services to consumer/participants.
<p>Capacity Building</p>	<ol style="list-style-type: none"> 1. Work with consumer to determine capacity and choice to participate in the Royal Commission. 2. Assist the consumer to consider supports that will help them: <ul style="list-style-type: none"> • pursue their goals and aspirations • increase their resilience/ independence take part in the Royal Commission 3. Assist consumer participate as a witness and attend the hearings/interviews with consumer and the RC. 4. Follow through to completion individual action plans and connecting to services and/or finalizing the relationship with the consumer/participant. 	<ul style="list-style-type: none"> • Consume/participant plan prepared in accordance with MDAA policy and procedures and includes information provided by the consumer. • Consumers report that they are better able to plan goals. • Compliance with internal service benchmarks, as set out. • Service provision is of a high standard and consumers report satisfaction with the service. • Maintaining accurate records of dealings with participants or applicants

CORE TASKS AND BEHAVIOURS		
Core behaviours refer to those tasks, attitudes and behaviours that apply to all staff regardless of position description or level of responsibility.		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Organisational Culture	<p>All employees will</p> <ul style="list-style-type: none"> • Adhere to the MDAA Constitution, philosophy, policies and procedures including state & federal legislation such as the Disability Services Act; and National Standards for Disability Services • Adhere to funding body service agreements and industry standards • Use clear and effective communication • Act to support volunteers, management and other staff members • Contribute to the development and growth of the organisation • Demonstrate commitment to empowering people with disability and encouraging self advocacy 	<p>An employee can demonstrate familiarity with and apply all relevant regulations and standards to their actions and professional practice.</p> <p>An employee can show examples of written and oral communication that has been clear and effective in achieving a desired outcome.</p> <p>An employee can discuss their contribution to the organisation's goals and objectives and their effectiveness in supporting their colleagues.</p>
Accountability	<p>All employees will:</p> <ul style="list-style-type: none"> • Document all work in line with industry standards • Undertake the collection of data • Perform all reasonable duties requested within the scope of your role 	<p>An employee can produce a written report outlining results achieved from the work plan on a monthly basis.</p>
Teamwork	<p>All employees will:</p> <ul style="list-style-type: none"> • Attend staff, team and casework meetings when required • Contribute to a positive and cooperative work environment • Follow through on commitments • Contribute to housekeeping tasks 	<p>An employee can provide examples of engagement with the team including a range of cooperative work practices.</p>
Professional Development &	<p>All employees will:</p> <ul style="list-style-type: none"> • Attend supervision sessions 	<p>An employee can give examples of improvement in</p>

Training	<ul style="list-style-type: none"> • Undertake a yearly staff appraisal • Participate in required training and ongoing professional education 	professional knowledge or skills gained through supervision or attendance at training.
Planning and Evaluation	<p>All employees will:</p> <ul style="list-style-type: none"> • Contribute to strategic and operational planning and evaluation • Write and complete work plans in line with the outcomes in the strategic plan. 	An employee can write and implement a work plan that reflects the strategic and operational plans of the organisation.
Continuous Improvement	<p>All employees will:</p> <ul style="list-style-type: none"> • Exercise initiative and regularly discuss improvements to work processes 	An employee can demonstrate adaptation to change or initiation of change in area of expertise.
Work Health And Safety	<p>All employees will:</p> <ul style="list-style-type: none"> • Understand the WH&S Policy, and how they can participate and support the implementation of WH&S Policy. 	An employee can show that he/she has taken responsibility to identify safety hazards, report & document incidents or exercised duty of care.
Communication	<ul style="list-style-type: none"> • Demonstrate commitment to effective communication including appropriate use of Plain English, interpreters, and language skills 	An employee can show that he/she has used their language skills to assist consumers.

CERTIFICATION

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

EXECUTIVE DIRECTOR

Signature: _____

Date: _____

I have read this document and agree to undertake the duties and responsibilities as listed above. I acknowledge this profile is only an indication of tasks and understand that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein, yet within or aligned to my skills set.

Name: _____

Signature: _____

Date: _____