



# Multicultural Disability Advocacy Association of NSW Inc

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## Position Vacant – Granville NDIS Appeals Advocate

The Multicultural Disability Advocacy Association (MDAA) is the leading NSW advocacy agency for people from non-English speaking (NESB) and culturally and linguistically diverse backgrounds with disability and their families/friends. MDAA is seeking applications for the position of NDIS Appeals Advocate. MDAA, a peak body working for social justice and its vision is to create a community where everyone, regardless of background or disability, feels welcome, included and supported.

The NDIS Appeals Advocate is responsible for providing information on the NDIA review and appeals process and advocate for people with disability and their families and carers across NSW, empowering them to make their own choices and have their rights and interests respected. In addition, the Advocate's responsibilities include development and distribution of resources, as well as organizing and facilitating information sessions and workshops for people with disability and the broader community.

### Your major responsibilities will include:

- Assist consumers/participants to self-advocate in relation to application for review in the Administrative Appeals Tribunal (AAT).
- Where self-advocacy is not appropriate, provide individual advocacy support, develop and implement an individual plan in partnership with the consumer/participant.
- Conduct individual or group sessions to develop self-advocacy skills in consumers.
- Assist consumers seeking review of NDIA decisions via the AAT, including preparation of documents, attending hearings and conference, and making referrals to the Central Assessment Provider (CAP) where appropriate.
- Follow NDIS Operational Guidelines.
- Identify access to language services to ensure cultural and linguistically diversity is not a barrier.
- Raise awareness of MDAA services and rights of people with disability in the community.
- Complete project report requirements.

### Selection criteria:

#### Essential:

1. Tertiary qualification in Law, Social Science, Disability, or other relevant area, or extensive work experience in systemic and/or individual advocacy.
2. Understanding of legislation and standards relevant to the Disability sector including the National Disability Insurance Scheme (NDIS) Act 2013 and demonstrated knowledge of the NDIS framework.
3. Demonstrated high-level interpersonal skills, including the capacity to communicate and work effectively with people from diverse backgrounds.

4. Strong negotiation and conflict resolution skills combined with a positive attitude towards achieving good outcomes.
5. Demonstrated ability to identify and address risks whilst delivering services to consumers.
6. Ability to work both independently and collaboratively within a team.
7. Ability to exercise sound judgment and make independent decisions.
8. Strong organisational skills with an ability to manage workload.
9. Strong written communication skills and strong analytical and problem-solving skills
10. Experience in advocating for people's rights understanding of and commitment to social justice

All applications must address the selection criteria.

This is a full-time position at Social, Community, Home Care and Disability Services Industry Award 2010 Grade 5 and includes generous salary packaging.

For a position description including selection criteria please download from the MDAA website: [www.mdaa.org.au](http://www.mdaa.org.au). All applications must address the selection criteria as outlined in the position description. Further enquires to Nancy Walker on (02) 9891 6400.

Send your application to:  
jobs@mdaa.org.au

**Applications close: COB 12 April 2022**

MDAA is an EEO employer and an affirmative action policy applies to people from CALD with disability.

\*In alignment with the current government directive, the successful candidate will need to be double vaccinated against COVID-19.