

## Position Description

### Role Details

Role:	Project Officer/Advocate, Redress Project
Reporting To:	Manager & Specialist Advocate, Redress Project (NSW)
Work Location:	Sydney
Status:	Full-Time – 35 hours per week Twelve month contract, possible extension dependent on funding.
Award Classification:	Level 5 (dependent on qualifications and experience) \$83,323.97 plus superannuation and salary sacrificing Social, Community, Home Care & Disability Services Award 2010

### Role Purpose

The National Redress Scheme was launched by the Federal Government in response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

<https://www.nationalredress.gov.au/>

People with Disability Australia (PWDA) provide confidential and free support to survivors of institutional child sexual abuse with disability who are considering applying for Redress.

The Project Officer/Advocate will, in collaboration with the Manager & Specialist Advocate, conduct research, stakeholder and community engagement to support people with disability who face barriers to access the scheme.

The Project Officer/Advocate, will also provide, as required information, support, assisted referrals, and individual advocacy to people with disability, who are survivors of institutional child sexual abuse and who are seeking redress through the National Redress Scheme, or alternative avenues.

*Please note: This role will involve exposure to information about child sexual assault and other forms of violence and will include working, at times, with clients in heightened states of distress. The Project Officer/Advocate will have access to monthly, external clinical supervision, monthly, onsite group supervision (facilitated by a trauma specialist) as well as to PWDA's generous EAP.*

### Responsibilities & Main Duties

#### Project Duties

Conduct research, identify and collaborate with stakeholders and community members. Develop an accessible, trauma-informed community engagement strategy to promote PWDA's Redress support services:

- Collaborating with the Manager & Specialist Advocate and others to identify and engage with people with disability facing additional barriers to Redress.

- Identifying, developing and maintaining stakeholder and community networks, partnerships, referral pathways, promoting PWDA's Redress support services and Individual Advocacy.
- Developing and maintaining networks and referral pathways with accessible and inclusive trauma-informed counsellors, in collaboration with stakeholders.
- Assisting the Manager & Specialist Advocate to plan, develop and facilitate a community of practice, using a social model of disability to share and develop practice responses to people with disability that are impacted by violence.
- Contribute to cross-sectoral capacity building in developing useful responses to people with disability impacted by violence, specifically child sexual abuse.
- Liaising with other PWDA projects and teams e.g. Disability Housing Advocacy, Training.
- Liaising with Communications staff to develop all internal and external content e.g. newsletters, reports, websites and promotional materials.

### **Advocacy**

Provide advocacy support as required (issue-based, assisted referrals) to survivors of institutional child sexual abuse, including:

- Conducting face-to-face and/or telephone meetings with survivors to determine facts, understand desired outcomes and assess for any current or prospective support needs, including therapeutic support.
- Advising survivors on available courses of action according to their will and preference and human rights principles enshrined in the Convention on the Rights of Persons with Disabilities (CRPD) and elsewhere. Referral to legal advice as required.
- Utilising a supported decision-making framework, developing action plans with and as directed by survivors, to work toward achieving their desired outcomes.
- Liaising with and mediating between relevant parties, as required, to achieve those desired outcomes and to foster positive collaborative working relationships with a range of health, community and legal services.
- Keeping records of matters in accordance with PWDA and external procedures, protocols.
- Representing survivor will and preference in courts, tribunals and other forums.
- Work with survivors to further their self-agency/advocacy expertise.

### **Systemic Advocacy**

- Contribute to systemic advocacy initiatives by participating in specific projects as required and proactively identifying emerging systemic issues in the course of providing information, advice and referrals.

### **Organisational Participation**

- Participate in organisational activities such as staff meetings, planning meetings and team development initiatives.
- Participate in relevant professional development and review activities, including training

- Carry out administrative tasks, enter accurate case notes in a timely manner and maintain files and statistics as directed.
- Identify and recommend changes to program procedures, where appropriate.
- Undertake other duties as directed within the scope of this role.

*PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation*

## Selection Criteria

### Essential

- Understanding of the social model of disability and practical commitment to the human rights of people with disability.
- Demonstrated experience working with people with disability, including those who have been subject to violence.
- Understanding of the range of possible impacts violence can have on people with disability and useful practice responses to people with disability who are impacted by violence.
- Demonstrated knowledge of the National Redress Scheme.
- Demonstrated project management skills.
- Excellent interpersonal and communication skills, with the ability to liaise with a wide range of people such as survivors, their families, friends, service providers and government departments.
- Demonstrated capacity to manage time frames and competing priorities.
- Ability to work effectively with people in stress or crisis.
- Commitment to anti-discriminatory and anti-oppressive practice, which includes respect for culture, Aboriginality, religion, sexuality, ethnicity, gender, age and disability.

### Desirable

- Personal or family experience of disability
- Previous experience in the advocacy, health, community or legal services sector.
- Degree in social sciences or related discipline and membership of or eligibility to join your professional association.

## Other Job Requirements

- Working with Children Check

PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.

- NSW Police Check

PWDA receives funding from Ageing, Disability and Home Care (ADHC), NSW Department of Families and Community Services (FACS) under the Disability Inclusion Act 2014. The successful applicant must be approved under the NSW Police Check prior to taking up appointment.

- Six month probationary period.

## Application Processes

**For more information** about this role, please contact Karen Kobier, Manager & Specialist Advocate, Redress Project.

**Contact:**

Email: [karenk@pwd.org.au](mailto:karenk@pwd.org.au)

Phone: 0434 692 845

**Submit your application** by email to [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au). If you need to submit your application in an alternative format, please contact us using the contact details below.

**Contact:**

Email: [recruitment@pwd.org.au](mailto:recruitment@pwd.org.au)

Phone: (02) 9370 3100 or 1800 422 015

TTY: 1800 422 016

Your application needs to include:

- Your full resume
- A letter outlining how you meet the selection criteria

**Applications close at 9am Monday 20 July 2020.**

**Interviews will be held on 23 or 24 July.**

Please indicate in your application if you need PWDA to make any reasonable accommodations for you during the application and selection process for this position.

*PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.*