

## Position Description

### Role Details

Role:	Individual Advocate (Engage-In)
Reporting to:	Project Manager – Engage-In
Work location:	Based at the Surry Hills, Sydney office. Flexible working conditions can be negotiated. The role may involve some travel throughout NSW.
Status:	Full-Time (35 hours per week) Maximum term contract role until June 2024 (with a possibility of extension, dependent on funding)
Award classification:	Level 5 (dependent on qualifications and experience) \$93,200 per annum, plus super and salary sacrificing Social, Community, Home Care & Disability Services Award 2010

### Role Purpose

Engage-In's primary objective is to work with people with psychosocial disability in closed institutional settings (including corrective and forensic facilities) to facilitate access to the NDIS and other mainstream supports. It also aims to break down some of the significant policy, structural and cultural barriers people with psychosocial disability face in participating in the wider community.

### Responsibilities & Main Duties

#### Advocate Duties

- Work with the Project Manager and other PWDA staff to develop and implement the Project.
- Provide support to the Project Manager to implement and facilitate the peer led PAG and the Community of Practice.
- Establish collaborative relationships with service providers and government bodies to facilitate entry into closed institutional settings.
- Identify, develop and maintain stakeholder and community networks, partnerships, and referral pathways.
- Contribute to developing an organisational framework for peer workers.
- Contribute to developing resources.
- Work with people with disability in institutional settings and the community to further their self-agency/advocacy expertise.
- Work with people with psychosocial disability to determine their will and preference and to facilitate their access to NDIS and mainstream supports.
- Utilising a supported decision-making framework, developing action plans with and as directed by survivors, to work toward achieving their desired outcomes.
- Liaise with other PWDA projects and teams e.g. Redress Project, Individual Advocacy, Communications.

#### 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

- Demonstrated experience working with people with disability.
- Demonstrated problem solving skills.
- Excellent interpersonal and communication skills, with the ability to liaise with a wide range of people such as clients, 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.
- Intermediate computer skills.
- Ability to work independently and as part of a team.
- Understanding of the social model of disability and practical commitment to the human rights of people with disability.
- Commitment to anti-discriminatory and anti-oppressive practice, which includes respect for culture, Aboriginality, religion, sexuality, ethnicity, gender, age and disability.

### Desirable

- Lived or family experience of disability.
- Tertiary qualifications in social sciences or related disciplines.
- Previous experience in the health, community, or legal services sector.
- Ability to travel within NSW.

## 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.

### 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 satisfy the Police Check requirements prior to taking up appointment.

- Australian Government Covid 19 Vaccination Certificate and adherence to the PWDA Covid Vaccination Policy
- Six-month probationary period.

## Application Processes

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

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.

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

Phone: (02) 9370 3100 or 1800 422 015

Your application needs to include:

- Your full resume
- A letter outlining how you meet the selection criteria
- If selected for interview you will need to provide contact details for two referees

### **Please note:**

- Applications must **address all essential selection criteria**. Applications that have not addressed the essential selection criteria will not be considered for interviews.
- Applications close **9am, Monday 13 February 2023**.

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.*