

Position Description

Job Title:	Individual Advocate - Engage-In
Reporting to:	Manager Advocate – Engage-In
Location:	Sydney, Surry Hills
Status:	28 hours per week. Fixed Term until 31 December 2024.

Award Classification: Level 5 - Social, Community, Home Care & Disability Services Award 2010

Direct Reports: Nil

Purpose of the position

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 & Accountabilities

Key Responsibility Area 1 – Individual Advocacy

- 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.

Key Responsibility Area 2 – 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.

Key Responsibility Area 3 – Teamwork and Organisational Participation

- Take action and actively promote the Vision and Principles of PWDA to staff and external stakeholders at all times.
- Play a role in showcasing skills, expertise, knowledge, and capacity of people with disability and our representative organisations.
- Act with integrity and role model key organisational values and behaviours.
- Understand WH&S obligations and contribute to workplace health and safety.
- Remain current with, and adhere to, all relevant PWDA policies and procedures.
- Work collaboratively within and across teams, working as one in the pursuit of organisational goals.
- Look for opportunities to help and support others. Proactively share knowledge and ideas within teams and across the organisation.
- Interact with others in a sensitive, respectful, and effective way.
- Contribute to culture of continuous quality improvement and its integration within organisational processes.
- Contribute to a culture of proactive positive feedback across the organisation.
- Participate in organisational activities such as staff meetings, team meetings, planning meetings and organisational development activities such as strategic planning and policy development.
- Participate in relevant professional development activities including training.
- Represent the organisation at sector meetings as required, at appropriate functions and events, and act as a membership ambassador.
- Undertake other duties as directed and required by the organisation within the scope of this role.

Academic qualifications

Essential	Desirable
Tertiary qualifications in social sciences or related discipline	

Key Selection Criteria

Essential	Desirable
Demonstrated experience working with people with disability.	Direct or lived experience with disability.
Previous experience in the health, community, or legal services sector	Previous experience in the community services sector or government sector

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	
Knowledge about how to create trauma safe spaces for consumers / survivors	
Ability to travel within NSW	

Competencies

Building Trust

Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.

Key behaviours and actions to look for:

- *Operates with integrity.*
- *Discloses own positions.*
- *Remains open to ideas.*
- *Supports others.*

Persuasiveness

Uses appropriate interpersonal styles and communication methods to gain acceptance of a particular view or idea from a range of audiences.

Key behaviours and actions to look for:

- *Questions and probes.*
- *Establishes strategy.*
- *Builds rapport.*
- *Demonstrates capability.*
- *Gains commitment.*

Initiating Action

Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.

Key behaviours and actions to look for:

- *Responds quickly.*
- *Takes independent action.*
- *Goes above and beyond.*

Gaining Commitment

Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.

Key behaviours and actions to look for:

- *Opens discussions effectively.*
- *Clarifies the current situation.*
- *Develops others' and own ideas.*
- *Facilitates agreement.*
- *Closes discussions with clear summaries.*

Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Key behaviours and actions to look for:

- *Organises the communication.*
- *Maintains audience attention.*
- *Adjust to the audience.*
- *Ensures understanding.*
- *Uses volume and pace appropriate to the media being used.*
- *Comprehends communication from others.*

Decision Making

Identifying and understanding issues, problems, and opportunities; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Key behaviours and actions to look for:

- *Identifies issues problems and opportunities.*
- *Gathers and interprets information.*
- *Generates alternatives.*
- *Chooses appropriate action.*
- *Commits to action.*
- *Involves others.*

Other Job Requirements

Note: the following checks are mandatory and must be provided by the successful candidate before a letter of offer can be made.

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.

National Police Record

- PWDA receives funding from multiple Government Agencies who require staff to be checked. The successful applicant must satisfy these requirements prior to taking up appointment.

Australian Government Covid 19 Vaccination Certificate and adherence to the PWDA Covid Vaccination Policy.

Six-month probationary period.

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.