
Position Description

Advocate

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

Mission

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

THE PROGRAMS DEPARTMENT

The Programs department delivers core support to ADEC participants, their carers and families who require Advocacy and NDIS Program support, community access through the Specialist Service Support program, and home and community supports through the Aged Care and Disability Support programs.

Advocacy Program

Advocacy is one of the strategies employed by ADEC to achieve its Vision and Mission. Advocates work in partnership with people with disabilities from ethnic backgrounds, and their carers and families, to ensure they achieve and maintain their rights as citizens. This enables them to improve their access to, and participation in, community life.

Position

ROLE

The role of the Advocate is to work one-to-one with people from ethnic backgrounds with a disability and/or their carers to ensure and facilitate access to services, and equitable treatment within services.

The Advocate may be involved with participants in a case management role.

DUTIES

Assist My Aged Care participants to access the supports they require to achieve their goals.

Support a program of capacity-building and empowerment of persons with disability to advocate on their own behalf.

Participate in relevant service networks.

Support a program of self-advocacy training to enable clients to represent themselves, including engagement with other service providers as required to organise self-advocacy sessions for relevant client groups/cohorts

Provide secondary consultations to service providers who are seeking assistance in working with people from ethnic backgrounds.

Participate as required in the delivery of an ADEC information service through briefings and presentations.

Assist the Advocacy Supervisor to prepare for compliance audits.

Support students undergoing work placements at ADEC.

Support volunteers assisting at ADEC.

Other duties as directed by the Advocacy Supervisor.

RESPONSIBILITIES

Adhere to appropriate policies, systems and procedures.

Comply with all relevant disability service standards and legislation.

Market the Advocacy program within the ethnic communities and partner organizations.

Maintain effective working relationships with relevant service providers and Government departments.

Undertake specific tasks and projects as agreed with the Advocacy Supervisor.

KEY PERFORMANCE INDICATORS

The Advocate's performance will be measured against the following criteria:

- Achievement of outcomes in partnership with people with disability from ethnic communities.
- Maintenance of participants' files and case work
- Promotion of ADEC programs to potential referral sources.

KEY SELECTION CRITERIA

Essential

Degree or equivalent qualification in the field of Social Work, International Relations or Human Rights.

Cert IV or higher qualification in Case Management, or equivalent.

Ability to plan a program of support with participants and to deliver it successfully.

Ability to accurately collect statistics, record data, and maintain records.

Excellent coordination and time management skills.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

Current Police and Working with Children checks

Desirable

Previous experience of working with people with disability and carers, from ethnic communities.

Previous experience of working with volunteers.

Experience in program implementation.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 3. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.

ACTION on DISABILITY within ETHNIC COMMUNITIES INC.
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- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.