

Position Description



Job title	Trainee Advocate (50D)
Department	Service Quality Governance
Reports to	Advocate
Date prepared/reviewed	August 2020
Location	Inner City Hub (ICH)
Position Details	Full time position, 12 month contract.

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Brief summary of position's purpose

Under the guidelines of a traineeship, the purpose of this role is to develop the necessary skills and capabilities to contribute effectively with the provision of individual disability advocacy services to people with disabilities.

This role is part of the "Your Say" Service, which is not a crisis service but rather focusses on single issues providing short term support.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Engage with vulnerable people, many of whom identify as Aboriginal or Torres Strait Islanders, who may be homeless or at risk of homelessness
- Working towards successfully advocating on behalf of people with disabilities on complex issues (i.e. barriers to services, discrimination, abuse, neglect and violence), ensuring their voice is heard and they can make informed decisions
- Achieving the ability to communicate and collaborate with allied health professionals and other organisations within the sector, such as Centrelink and the Housing Authority.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

The knowledge and soft skill requirements necessary for this position.

- Ability to demonstrate positive and assertive verbal communication skills, including the ability to speak on behalf of a people with disabilities
- Ability to communicate in writing effectively to external organisations referencing medical and legal terminology in an appropriate manner
- Possess an open minded and respectful approach to vulnerable people
- Awareness of self-care and the ability to safeguard own mental and physical health while working with vulnerable people
- Ability to work as part of a team as well as autonomously as determined by the situation
- Strong organisational and time management skills.

Qualifications

Education, experience and technical skills required for this position.

- Possession of a Western Australian Certificate of Education (WACE) or equivalent demonstrating completion of secondary education
- Preparedness to work towards the attainment of Certificate 4 in Community Services which includes the completion of Individual Advocacy modules
- Possession of a current National Police Clearance

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

This role will engage from time to time with the following external parties:

- Participants and their families
- Disability Service Providers
- Government agencies.