

Position Description



Job title	Advocate
Department	Service Quality Governance
Reports to	General Manager, Service Quality Governance
Date prepared/reviewed	March 2024
Location	Inner City Hub (ICH), East Perth
Position Details	Max Term, Part Time

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

The purpose of this role is to provide individual disability advocacy services to people with disabilities in line with Uniting WA's Strategic Plan, to ensure that the individual needs and rights of people with disabilities are addressed and to assist the person with a disability to represent their own interests where possible, and be supported to share their story safely if they choose.

Values and Associated Behaviours

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:

- Work in a way that is consistent with Uniting WA's leadership expectations and culture.
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

- Advocate on behalf of service users as appropriate.
- Provide face to face assistance and support to service users.
- Support service users to self-advocate as appropriate.
- Develop and maintain internal and external relationships with disability, aboriginal, CALD and generalist community agencies.
- Develop and maintain relationships with Commonwealth, State and local government officers.
- Maintain regular liaison with partners.

- Develop, deliver and evaluate community education programs aim at raising awareness of the Disability Discriminations Act 1992 if required.
- Prepare written reports for internal and external requirements including management and contract requirements.
- Provide prison advocacy services as required.
- Engage effectively with vulnerable people to ensure they are supported to share their story safely.

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.

- Demonstrated commitment to human rights and social justice
- Demonstrated ability to develop, deliver and evaluate community education and information that promote the rights of people with disabilities
- Highly developed organisational and administrative skills
- Ability to work independently and as a team member
- Ability to work in ways that are congruent with the values of Uniting WA and the Uniting Church in Australia
- Sound practical skills in contemporary casework including skills in assessing needs, developing advocacy plans and evaluating outcomes
- Skills in engaging, working and communicating respectfully with people with disabilities
- Excellent written and oral communication skills including the ability to: prepare reports, submissions and other documents; liaise with stakeholders; promote the agency and communicate well with service users, colleagues, other agencies

Qualifications

Education, experience and technical skills required for this position.

- Qualifications in social sciences, human services and/or relevant experience
- Current NDIS worker screening check and Working With Children Check
- WA C class Driver's Licence

Additional Information

This role is required to engage with the following parties:

- Participants
- Families
- Disability services Providers
- Government agencies providing disability services

In addition, the incumbent will be required to travel within Western Australia to fulfil the requirements of the role.