

POSITION DESCRIPTION



Position Title	SDRS Advocate	Salary	DCLS Enterprise Agreement 2012
Team	Seniors and Disability Rights Service	Conditions	NT SACS (DCLS) Award
Reports to	SDRS Manager	Employment type	Full time 37.5 hours per week
Direct reports	nil	Duration	12 months with option subject to funding

About this role

The Seniors and Disability Rights Service (SDRS) provides advocacy support to older people and to people with disabilities and their representatives, community education and community awareness activities, and contribute to law reform and policy development.

Key duties and responsibilities

- Provide advocacy support to people living in or eligible to live in aged care homes, people who receive Commonwealth funded aged care community packages, and their representatives
- Provide advocacy support to people who receive Community Home Support Program services
- Provide advocacy support to people with a disability and their representatives
- Identify community education and training needs for our client groups and other stakeholders and deliver appropriate training
- Under direction of the SDRS Manager, identify and report on systemic issues that adversely affect our consumer groups.
- Develop appropriate community resource materials.
- Engage with SDRS networks and stakeholders.
- Other duties as reasonably directed by the SDRS Manager and Executive Director.

Accountabilities

- Data collection and provision of quality reports and briefings regarding all areas of responsibility and in accordance with funding requirements.
- Active participation as a member of the DCLS team contributing innovative ideas and solutions to all aspects of services.
- Adhere to DCLS values, policies and procedures.
- Reporting to the SDRS Manager.

Values

We are a small, hard-working and passionate community organisation We seek someone who fits our values and culture. Our values are integrity, fairness, respect and loyalty, consideration and trust. The successful candidate will:

- Show initiative and be able to work autonomously, but also be a team player;
- Be self-motivated and have a "can do" approach;
- Display exceptional ethical standards;
- Be adaptable and flexible; and
- Have a passion for making a difference within the organisation and the wider community.



Selection criteria

Essential

- Understanding and commitment to key principles and values of advocacy.
- Experience working with older people, people with disabilities and people from a CALD or Indigenous background within an advocacy framework.
- Experience providing outreach services in a community-based environment.
- Experience developing and implementing community education materials.
- High standard of written and verbal communication skills.
- Ability to work independently, as well as part of a team.
- Experienced in the use of Microsoft Office, Outlook and data base systems.
- Strong organisational and time management skills.

Desirable

- Current NT Driver's License and willingness to travel for short periods of time including by light aircraft.

Criminal History Check

- Successful applicants will be required to undergo a criminal history check

Salary and other benefits

Current salary level of \$74 390 - \$81 006 depending on skills and experience. DCLS pays above award wages and salary packaging is available. Superannuation 9.5%, 6 week's annual leave (or pro-rata), and generous conditions as per DCLS Enterprise Agreement apply including flexible working and time in lieu. DCLS is an equal opportunity employer.