

POSITION DESCRIPTION:

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| Position title: | NDIS Advocate |
| Status: | Part Time |
| Location: | Bendigo or Mildura |
| Classification level: | SACS Level 4 |
| Award | Social, Community, Home Care and Disability Services Industry Award 2010 |
| Reporting to: | CEO |
| Date Approved: | June 2022 |

WORKING ENVIRONMENT**Code of Conduct**

All employees must abide by the Organisational Code of Conduct.

Occupational Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

Performance Review:

A Performance Review will be conducted using the Organisations Performance Management Process.

POSITION SUMMARY

The role is to lead an advocacy project for Lifely to ensure that people with a disability, their families and carers are fully prepared for the rollout of the National Disability Insurance Scheme (NDIS).

POSITION OBJECTIVES

The role is to lead an advocacy project for Lifely to ensure that people with a disability, their families and carers are fully prepared for the rollout of the National Disability Insurance Scheme (NDIS). This position will focus on ensuring the process of advocating for people with a disability, their families and carers, is maintained at the highest amount of quality, integrity and accuracy. This position operates under supervision within the context of the broad policy and strategic direction of the Board of Lifely in contributing to the achievement of the objectives of the organisation.

LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor of the relevant program in which the employee is working. The employee is required to undertake a range of activities

requiring the exercising of initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own particular work program or project.

At this level, employees will be required to take overall responsibility for the training, co-ordinating and supervising other employees and scheduling work programmes; and assisting in liaison and co-ordination with other services and programmes whilst assisting in interpretation of matters for which there are no clearly established practices and procedures although this will be undertaken under general guidance of the employee's immediate supervisor.

SUPERVISION

An employee at this level works under general direction, operates within established routines, methods, standards and procedures and is expected to exercise initiative in the application of established work procedures and is responsible for managing time, planning and organising their own work.

An employee at this level may be required to supervise lower classified employees or volunteers in their day-to-day work.

KEY TASKS AND DUTIES *(including Key Performance Indicators)*

1. Explaining to current and potential participants of Lifely and their families and carers key aspects of the NDIS and its potential impact on their lives.
2. Providing participants with updates regarding the NDIS.
3. Familiarising participants, their families and carers with the planning process associated with accessing funds under the NDIS and assist with pre-planning.
4. Assisting potential participants and their families and carers with eligibility to the National Disability Insurance Scheme.
5. Developing practical transition pathways for NDIS eligible participants and alternatives for those who are ineligible.
6. Networking with relevant stakeholders to ensure achievement of the best outcomes.
7. Monitor and analyze the available and emerging information about the NDIS rollout and identify local issues and opportunities for a diverse range of stakeholders.
8. In accordance with agreed priorities, liaise with and advocate for participants with a disability and their carers.
9. Promote the project to relevant stakeholders and facilitate stakeholder engagement in the project.

Key Performance Indicators

- Advocate for people with a disability and assist them to be prepared for the NDIS.
- Information and briefing sessions for participants with disabilities and their families/carers.
- Provide up to date information to Lifely and partner providers to inform system/service changes and adjustments.

QUALIFICATIONS

Essential

- Relevant experience attained through previous appointments

OTHER REQUIREMENTS

- Approved working with children clearance as per state requirements.
- Approved NDIS Worker Screening Clearance
- Proof of Australian citizenship or eligibility to work (Visa)
- A current Victorian Driver's License

SELECTION CRITERIA

1. Demonstrated proven high level advocacy and planning skills and experience.
2. Expertise in communicating effectively and sensitively with people with a disability.
3. Knowledge of the disability services sector and the National Disability Insurance Scheme.
4. Working knowledge of local services and options for people with a disability.
5. Proven experience and skills in collaborative community consultation and engagement with multiple stakeholders with competing priorities.
6. Demonstrated high level communication skills and the capacity to analyse emerging information.
7. Demonstrated high level self-management, task prioritization and time management skills.
8. Computer skills sufficient to prepare presentations and reports, project management documentation and basic record keeping and office communication

SIGNATURES

Signed for and on behalf of the Organisation:

Name: _____ Signature: _____
Position: _____ Date: _____

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____
Position: **NDIS ADVOCATE** Date: _____