

INFORMATION PACKAGE

Intake Advocate Position

Permanent Full-time

Brisbane (Geebung)

SACS L5 - with pay rates in accordance with the Fair work (Transitional Provisions and Consequential Amendments) Amendment Regulation 2012 (No. 2), circa \$40.24 per hour plus superannuation and attractive salary packaging.

Thank you for expressing an interest in this advertised position.

This information package contains the following:

- This covering letter
- Application Form
- Position Description

The following documents can be found on the ADA Australia website – www.adaaustralia.com.au:

- Organisational Chart
- Strategic Plan
- Annual Reports
- Factsheets and general ADA Australia information

Background

ADA Australia is jointly funded by the Australian and State Governments, providing independent advocacy services to recipients and potential recipients of services under the Commonwealth Aged Care Programs in both residential and community setting services and Queensland Community Care Services. ADA Australia also receives funding through Legal Aid Queensland to provide support to adults in relation to administration and guardianship matters with assistance at QCAT hearings.

ADA Australia is an organisation that offers training, flexibility and support to employees. We see this as a rewarding opportunity for someone with strong interpersonal and communication skills with the ability to provide comprehensive project support.

The Position Description and Application Form are attached. Applicants are asked to submit their resume, completed application form, and a response to the key selection criteria as outlined in the Position Description (maximum of 2 pages).

Please email applications to info@adaaustralia.com.au, or address applications to:

Manager, Corporate Services

ADA Australia

121 Copperfield Street

Geebung Qld 4034

Should you wish to seek further information or clarification about the role, please contact the Manager, Advocacy Services on **(07) 3637 6000**.

Applications close Monday 27 May 2019