

Position Description

Role Title:	Aboriginal and Torres Strait Islander Advocate (Identified Position)
Employment Status:	Permanent - Full-time / Part-time
Reports To:	Team Leader - Regional
Location:	Cairns
Award Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 - Level 5

Purpose of Role

The purpose of the Aboriginal and Torres Strait Islander Advocate is to provide information, education, representation and advocacy support to ADA Australia's clients, in particular those from Aboriginal or Torres Strait Islander communities, to ensure that clients are sufficiently informed to enable them to make their own choices and have their rights and interests respected and upheld.

The Aboriginal and Torres Strait Islander Advocate acts as a source of knowledge, establishing external networks to draw upon the expertise within the industry, accessing resources, legislation and policy relating to Aboriginal and Torres Strait Islander culture, and acts as a link between ADA Australia and Aboriginal and Torres Strait Islander communities and services.

The Aboriginal and Torres Strait Islander Advocate reports to and works closely with the Team Leader – Regional and Manager, Advocacy Services and maintains a collaborative and productive working relationship with all other staff within ADA Australia.

The Aboriginal and Torres Strait Islander Advocate is responsible for ensuring that all information and services provided are consistent with the purpose, vision, and values of ADA Australia and comply with relevant legislation, quality standards, contemporary research and practice wisdom. ADA Australia aspires to reflective practice in all aspects of work, continuous quality improvement and the highest possible standards of service provision.

This is an Identified position. ADA Australia considers that being Aboriginal or Torres Strait Islander is a genuine occupational requirement under s25 of the Anti-Discrimination Act QLD 1991.

Key Position Duties

- Apply knowledge and understanding of Aboriginal and Torres Strait Islander culture, society and kinship networks, as well as communicate with and demonstrate acceptance by the Aboriginal and Torres Strait Islander community.
- Delivery of high-quality advocacy through information, education, advocacy support and representation for Aboriginal and Torres Strait Islander people with a disability, older people or disadvantaged/vulnerable groups.
- Networking activities and building partnerships with relevant Aboriginal and Torres Strait Islander organisations to promote ADA Australia's aged care and disability advocacy services and the needs of Aboriginal and Torres Strait Islander clients supported by ADA Australia.

- Provision of advocacy at an individual, group or systemic level to achieve satisfactory resolution of issues for clients or their representatives.
- Support clients to ensure they understand their rights, responsibilities and entitlements and provide support when they wish to voice their concerns, questions or complaints they may have about their aged care or disability services.
- Attend and actively participate in case discussions, team meetings and project work.
- Maintain high standard of recording and consultation.
- Represent and promote ADA Australia at Aboriginal and Torres Strait Islander workshops, forums, public engagements and networking meetings.
- Identify service needs / gaps from case work and provide feedback to Team Leader – Regional and the Manager, Advocacy Services.
- Develop and meet targets within annual work plan (performance and education).
- Identify services that older people and people with a disability can use where appropriate.
- Identify continuous improvements for all policies and procedures that support the inclusion and participation of Aboriginal and Torres Strait Islander clients.
- Ensure that all statutory requirements are being met or exceeded (eg. state legislation, federal legislation, funding agreements, other relevant legislation and regulations).
- Develop strategic partnerships with Aboriginal, Torres Strait Islander, Australian South Sea Islander, Lesbian, Gay, Bisexual, Transgender and Intersex people, and people from Culturally and Linguistically Diverse backgrounds.

Key Essential Criteria

- A tertiary qualification in human services / social work / community services or equivalent combination of relevant experience, education and/or training.
- Knowledge of and experience in delivering services and support to Aboriginal and or Torres Strait Islander people.
- Demonstrated knowledge of the relevant funding and supports available for older people.
- Demonstrated ability to understand and apply legislation, policies and procedures, including the ability to identify issues and problem solve.
- Excellent written and verbal communication and presentation skills.
- Strong administrative and computer skills, including experience working with client and data management systems.
- Demonstrated sound professional ethics of confidentiality, sensitivity and resilience.
- Willingness to travel (including regional, remote and metro travel).

Essential Requirements

- Current drivers' licence.
- Current (less than three (3) years old) pre-employment National Criminal History Certificate (ongoing renewal every 3 years at employee's expense).
- Valid NDIS Worker Screening Clearance (paid workers) at employee's expense.
- Valid Working with Children – Blue Card (paid workers) at employee's expense.
- The position entails traveling to remote communities several times per year.

ADA Australia strongly recommends that employees have and maintain Covid-19 and influenza vaccination currency in line with current Public Health Directives and organisation policy.