

RECRUITMENT INFORMATION

Marketing and Communications Assistant

Status: Permanent part-time (24 hours per week)

Award: Social, Community, Home Care & Disability Services Industry Award 2010

Level: SACS Level 4.1, circa \$43.08 per hour, plus attractive salary packaging

Location: Geebung

About ADA Australia:

ADA Australia is funded by the Australian and Queensland Governments, to provide free and independent advocacy services to:

- Older people receiving, or eligible to receive, Australian Government funded aged care services, in either residential or community setting services. ADA Australia is the Queensland provider for the Older Persons Advocacy Network (OPAN) and is a provider of the Australian Government's care finder program, through ADA Link.
- People with disability, through the National Disability Advocacy Program (NDAP) and the Queensland Disability Advocacy Program (QDAP), including a First Nations disability advocacy service.

ADA Australia is also a registered Queensland Community Legal Centre, through ADA Law, providing legal support and representation to:

- Adults living with cognitive impairments, or who have their capacity questioned, when facing guardianship and administration matters, including representation at the Queensland Civil and Administrative Tribunal (QCAT) and the Mental Health Review Tribunal (MHRT).
- Older people living in aged care and experiencing elder abuse, either by a family member, service provider, or attorney.
- Older people living in outback and western Queensland through the Seniors Legal and Support Service.

ADA Australia has regional offices throughout Queensland, as well as two Brisbane based offices with Head Office located in Geebung, Brisbane.

Further Information:

More information about our services can be found on the ADA Australia website at www.adaaustralia.com.au including the following documents:

- Strategic Plan
- Annual Reports
- Factsheets and general ADA Australia information.

How to Apply:

Applicants are requested to submit their resume, completed **application form**, and a response to the **key selection criteria** as outlined in the **Position Description**, via email to hr@adaaustralia.com.au.

Contact Information:

Should you wish to seek further information or clarification about the role, please contact our recruitment team via email at hr@adaaustralia.com.au

Closing Date:

Applications close **5pm, Wednesday 24 July 2024**