

## Position Description

<b>Role Title:</b>	Lead Practitioner- Abuse of Vulnerable Adults & Older Persons
<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	ADA Law Principal Solicitor
<b>Location:</b>	Brisbane
<b>Award Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 6

### Purpose of Role

The purpose of the Lead Practitioner is to provide expert information directly to clients, and to external stakeholders about client matters within a specialist area; to provide expert information, support and training to internal staff on matters within a specialist area; and to improve access to justice for vulnerable people by providing information and casework support within a specialist area.

The Lead Practitioner reports to the Principal Solicitor at ADA Law, collaborates closely with other Lead Practitioners, and maintains a productive working relationship with the Executive Management Team and all staff within ADA Australia.

The Lead Practitioner is proactive in their practice leadership ensuring that the strategic objectives of ADA Australia are met. The position 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.

### Key Position Duties

- Maintain and lead the highest level of “practice” within a specialist area. This includes maintaining up to date knowledge about practice and policy.
- Champion the specialty area across ADA Australia and with external stakeholders including participation or facilitation of appropriate networking focus groups.
- Develop and maintain positive trusting professional relationships with staff and stakeholders.
- Monitor and analysis of referral patterns in the specialist area.
- Promote awareness of issues and policies relating to the specialist area.
- Develop and lead education sessions and other related resources for the specialist area.
- Maintain a high level of knowledge and understanding of issues impacting the specialist area client group and provide updated information through education of ADA Australia staff.
- Mentor new staff, train peers, as well as provide guidance to ADA Australia staff.

- Work closely with Principal Solicitor to address gaps in service provision, and highlight issues to the relevant statutory services, which negatively impact ADA Australia’s clients.
- Manage a limited caseload of clients in line with individual caseload and file processing requirements.
- Attend and actively participate in case discussions, team meetings and project work.
- Ensure that all statutory requirements are being met or exceeded (eg. state legislation, federal legislation, funding agreements, other relevant legislation, and regulations).
- Assist in ADA quality certification processes and Community Legal Centres Australia PII audit scheme (if applicable).
- Identify opportunities to lead and support high-quality service provision, ensuring the best outcomes for clients, their families, and staff.
- Participate and contribute in workplace health and safety activities for a safer workplace.
- Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients.
- Undertake other duties as directed by the Principal Solicitor.

### **Key Selection Criteria**

- Experience working with older people or disadvantaged/vulnerable groups and operating within a social justice framework.
- A tertiary qualification in human services / social work / behavioral science / community services or equivalent combination of relevant experience, education and/or training.
- Demonstrated knowledge of legal and policy frameworks for specialist area.
- Knowledge and ability to access Federal and State Government legislation and policies relating to older people, with particular focus on the identified specialist area.
- High level organisational and case work skills.
- High level written and oral communication skills with the ability to communicate complex information in a clear and simple manner.
- High level interpersonal skills, with the ability to engage and negotiate confidently.
- Strong administrative and computer skills, including experience working with client and data management systems.

### **Essential Requirements**

- A valid Queensland Driver’s 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.

Travel will be required between ADAA’s Brisbane and Gold Coast offices and, from time to time, to regional offices.

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.