



Queensland Advocacy Incorporated

Our mission is to promote, protect and defend, through advocacy, the fundamental needs and rights and lives of the most vulnerable people with disability in Queensland.

Advocacy for vulnerable people with Disability

Schedule 1

Position Description:

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| Position Title | Indigenous Advocate |
| Location | Queensland Advocacy Incorporated 2nd Floor, South Central, 43 Peel Street (cnr Merivale Street) South Brisbane Qld 4101 |
| Industrial Instrument | Social, Community, Home Care and Disability Services Industry Award 2010 (SCHDS Award) |
| Classification | Level 6 Pay point commensurate with experience |
| Full time / part time | Flexible full-time 12-month contract |
| Position Reports to | Principal Solicitors |
| Date | |

1. Queensland Advocacy Incorporated Values

The Indigenous Advocate will have a commitment to Queensland Advocacy Inc (QAI) to promote and implement the values and philosophies of the organisation when conducting activities and actions related to their position.

2. Organisational Context

Queensland Advocacy Incorporated (QAI) is an independent, community-based advocacy organisation for people with disability. QAI's mission is to promote, protect and defend, through advocacy, the fundamental needs, rights and lives of the most vulnerable people with disability in Queensland. The organisation does this by engaging in systemic advocacy through campaigns directed at attitudinal, law and policy change, and by supporting the development of a range of advocacy initiatives in this State.

As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life by:

- taking positive, ethical action
- being on the side of people with disability
- being understanding of their position and vulnerability
- being independent with minimised conflicts of interest
- focussing on fundamental needs, welfare and interests
- doing advocacy with vigour and a sense of urgency
- remaining loyal and accountable over time.

People involved with QAI therefore believe that people with disability:

- are as valuable as any other human beings, regardless of what they can or cannot do
- need to live well and have the same opportunities in life as other people
- are part of the relationships and connections of ordinary life and can participate and contribute to the rich and diverse fabric of our communities
- should not be segregated, congregated, or isolated on the basis of disability.

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2nd Floor, South Central, 43 Peel Street, STH BRISBANE QLD 4101

QAI endorses the objectives, and promotes the principles, of the Convention on the Rights of Persons with Disabilities.

3. Role Description

The Indigenous Advocate will be an internal consultant to build cultural competency within QAI and to network to improve our relationships and partnerships in Aboriginal and Torres Strait Islander communities.

The Indigenous Advocate will provide an over-arching service to existing clients of QAI as part of the range of services provided by QAI. The Indigenous Advocate will assist other QAI staff to provide culturally appropriate services and resources to clients and carries a discrete case load of Indigenous clients as relevant to their experience and expertise.

The position connects with the external Aboriginal and Torres Strait Islander community, with the aim of improving Aboriginal and Torres Strait Islander engagement with QAI.

The position will take a lead role in implementing and improving the QAI Reconciliation Action Plan in conjunction with the CEO and the Management Committee.

4. Key Position Responsibilities and Accountabilities

Indigenous Advocate

The Indigenous Advocate will work with other QAI services, including the Human Rights Advocacy Practice, Mental Health Advocacy Practice and NDIS Advocacy Practice to:

- a) Connect with the external Aboriginal and Torres Strait Islander community to raise awareness of QAI services and increase accessibility for Aboriginal and Torres Strait Islander clients;
- b) Improve the overall cultural competence of QAI, its staff and management committee with the aim of improving outcomes for Aboriginal and Torres Strait Islander clients;
- c) Collaborate with QAI staff to ensure Aboriginal and Torres Strait Islander perspectives are appropriately included in advocacy for systemic change;
- d) Provide education and training to QAI staff and volunteers, service providers and members of the general public from time to time;
- e) Work collaboratively with solicitors and advocates who are providing discrete and ongoing supports to clients;
- f) Identify opportunities for organisational improvements at QAI to enhance Aboriginal and Torres Strait Islander engagement;
- g) Provide supports and ongoing services to clients based on their presenting needs.

Supports will vary depending on the expertise and experience of the Indigenous Advocate, but can include:

- Facilitated referrals and liaison to local community or specialised services regarding financial, housing, support, psychological and care needs;
- Provision of community information and resources;
- Support, advocacy and assistance for QAI clients including regarding the Disability Royal Commission and National Disability Insurance Scheme;
- Case management meetings with QAI solicitors and advocates;
- Outreach services.

General

- a) Ensure that client files and records are kept and maintained in accordance with the requirements of the National Association of Community Legal Centre's Risk Management Guide and QAI's policies and procedures, including appropriately utilising CLASS and Office 365;
- b) Assist with the preparation of submissions, brochures, discussion papers, reports, self-help kits, newsletter contributions and other publications within the expertise and responsibilities of the position.
- c) Participate in staff meetings, planning workshops and other meetings in connection with the operation of client services and QAI;

- d) General office teamwork and assistance;
- e) Undertake own word processing and administrative tasks.

5. Requirements of the Position:

Values, skills, knowledge:

- a) Strong commitment to human rights, social justice and diversity;
- b) Experience in working with Aboriginal and Torres Strait Islander people and people with disability;
- c) Experience working in the community legal sector, utilising an integrated practice model, advantageous;
- d) Excellent interpersonal & verbal communication skills including the ability to communicate sensitively with clients and other people from diverse backgrounds;
- e) Excellent written skills, including ability to convey information in simple, plain English;
- f) Highly developed organisational skills to identify priorities, manage workload, and maintain records within a resource-poor community-based service;
- g) Good knowledge of the Aboriginal and Torres Strait Islander and disability sectors;
- h) Eligibility to acquire a blue card.

Relationships

- i) Ability to work independently or collaboratively as part of a team to achieve positive outcomes;
- j) Ability to work non-confrontationally, yet reason and argue assertively on important issues on behalf of Aboriginal and Torres Strait Islander people with disability;
- k) Ability to work with supervision and within organisational policy;
- a) Ability to exercise initiative and judgment within the sphere of work to plan, coordinate, implement and evaluate work in a strategic way.

Support and Training

- Training and Professional development will be provided and supported by QAI;
- Opportunities to participate in strategic planning and review processes will be provided as appropriate;
- QAI is an inclusive and flexible workplace and as such team building and rapport hold high importance.

Performance Review

- A probation review will be conducted after three months and annual performance reviews will be conducted after this time.