# NDIS Appeals Advocate



**Queensland Advocacy for Inclusion**

Advocacy for people with disability

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# Short Term Opportunity – Expressions of Interest

# About Queensland Advocacy for Inclusion

Queensland Advocacy for Inclusion (QAI) is an independent, community-based systems and legal advocacy organisation for people with disability. As QAI is a social advocacy organisation, it works to uphold the principles of fundamental human rights, social justice and inclusion in community life.

The organisation does this by engaging in systemic and individual legal and non-legal advocacy through a number of different services, including our NDIS advocacy service.

The NDIS Appeals Service is funded by the Department of Social Services to support people to appeal a decision of the NDIA through an internal or an external review at the Administrative Appeals Tribunal. The team includes both solicitors and advocates working together to achieve outcomes for clients through the appeal process.

# About the role

QAI has received one- off time limited funding to provide additional advocacy support for the independent expert review program being trialled with respect to NDIS Administrative Appeals Tribunal (AAT) appeals.

We are looking for expressions of interest to join our team in January 2023 (or early February at the latest) until 30 June 2023. Given the short-term nature of this position, this is an excellent opportunity for people working in community legal services or as disability advocates to come and learn about NDIS appeals and the legal framework for the NDIS from our team. We are open to considering secondments, full time, part time, casual and flexible locations. We see this as an excellent opportunity for skills development associated with NDIS provision.

Our team has a strong reputation for a high standard of work and being strategic to achieve positive outcomes for our clients. We engage in community education, State and National policy discussions on the NDIS and contribute to systems advocacy. Examples of our systemic work can be found [here](https://qai.org.au/2022/08/11/analysis-of-ndis-appeals-report/).

The NDIS Appeals Advocates report to and work under the supervision of the NDIS Practice Principal Solicitors. The role falls under the Social, Community, Home Care & Disability Services Industry Award 2010 (SCHDS Award).  It will be paid at a minimum of 5, with pay point commensurate with experience.

# The key responsibilities of the NDIS Appeals Advocate

* Provide advice and discrete task assistance to clients undertaking an external review to the Administrative Appeals Tribunal (AAT) of a decision by the NDIA.
* Support and represent clients through the AAT process, including liaising with lawyers representing the NDIA and with AAT registry, attending conferences, conciliations and hearings.
* Assist with the preparation of statements and gathering reports from experts to support a NDIS appeal.
* Support participants through the new independent expert review process at the AAT.
* Work with fellow advocates and the Principal Solicitor to plan, co-ordinate, and promote best practice in service delivery, including through development of service resources, contributing to team discussions, and collaborating with external stakeholders.
* Provide active referrals to other support agencies.
* Comply with intake and record keeping practices consistent with obligations of a community legal service.
* Internal reporting and external reporting to the funding bodies as required.

# Selection criteria

## Essential

1. Demonstrate commitment to QAI’s values and beliefs and the principles and elements of social advocacy.

2. Previous NDIS appeals experience is not essential but one of the following experiences is required:

a. Experience as an advocate with knowledge of the NDIS, OR

b. Working in a community legal centre with CLASS database as either a solicitor, social worker or advocate, OR

c. Working within the NDIA as a support coordinator, planner or local area coordinator.

3. Highly developed interpersonal skills, particularly the ability to listen effectively, ask questions that will both encourage and support individuals and assist team with planning and strategic and systemic advocacy.

4. Excellent written communication skills, including ability to convey information in plain English.

5. Tertiary qualifications in disability, law, health related studies or social work.

## Desirable

1. Lived experience of disability.

2. Knowledge of, or ability to quickly gain knowledge of, the *National Disability Insurance Scheme Act 2013*(Cth), *Administrative Appeals Tribunal Act 1975* (Cth) and related rules.

# Why Work for QAI

We are an equal opportunity employer with a strong commitment to diversity and inclusion within our workplace and were the first organisation to opt-in to being bound by the *Human Rights Act 2019* (Qld). We encourage First Nations people and people with disability to apply as the position would benefit from a person with lived experiences. Applicants are encouraged to request reasonable adjustments if required to assist the application and recruitment process.  We pride ourselves on fostering a friendly and supportive workplace culture as we take the well-being of our staff seriously. Our well-being program includes staff activities such as walks by the river, yoga or potluck lunches, creating opportunities to connect with each other and take a break from our screens.

We also offer salary sacrificing options, a flexible work environment, professional supervision, paid parental leave and portable long service leave, which is now standard across the sector.

**A position description is attached. QAI is willing to customise the role to facilitate candidates with disability.**

# To Apply

Please submit your resume and **a cover letter addressing the Essential Selection Criteria** to qai@qai.org.au. Please address any questions to Sian, Principal Solicitor on 07 3844 4200 or email qai@qai.org.au using the subject line:  **NDIS Appeals Advocate enquiry**.

Applications for this position close, **5pm 14 December 2022**.