

POSITION DESCRIPTION

INDEPENDENT ADVOCATE

Employment framework: Social and Community Services (Western Australia) Interim Award 2011. CSW Level 6.1

ABOUT THE ROLE

The role of the Independent Advocate is to improve outcomes for people with psychosocial disabilities in the Perth metro area of WA. We work directly with the individual.

CoMHWA's Independent Advocates provide advocacy in relation to a range of issues including mental health services (including hospital inpatient and community mental health matters), access to justice, Guardianship and Administration, housing, and Freedom of Information. This position works collaboratively across the organisation, and closely with other key stakeholders and sector colleagues.

In this busy environment, you will be supported by an organisation made up of various subject-matter experts, from the Peer Workforce, to system navigation, education and training, and systemic advocacy. Your work will be informed by on-going Consumer and sector engagement, focus groups, live issues tracking, and contemporary research methods.

Mental health is a fast-moving sector, and this role will come with great variety and may see you lend a helping hand on projects and events throughout the year in addition to regular duties.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, courage, partnership, respect and inclusivity.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.
- **Networking and influencing:** Recognized ability to build and sustain relationships to influence and support change.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including sector partners and consumers to affect change.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Analytical:** Capacity to apply analytical and planning skills at a systemic level.
- **Organized and Structured:** Demonstrated ability of time-management, organization and prioritization skills with capacity to quickly respond to emerging issues.

- **Leadership and initiative:** A demonstrated ability to proactively take carriage of specific tasks, programs and projects and to exercise sound judgement in seeking feedback and direction.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. INDEPENDENT (INDIVIDUAL) ADVOCACY

- Engage with individuals seeking psychosocial advocacy support, assess needs and provide appropriate advocacy support.
- Inform, advise and advocate on issues alongside individuals with psychosocial disabilities.
- Develop strategies to achieve individual outcomes, including development of individual and self-advocacy resources for people with psychosocial disabilities.
- Promote community awareness of consumer rights for people with psychosocial disabilities.
- Maintain records to a high and professional standard including waitlists and referral activities.
- Build on existing relationships, and expertise to develop strategies for influence and build new mechanisms if needed.
- Coordinate project and stakeholder collaboration and engagement including facilitation of workshops and focus groups where appropriate.

B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation, research initiatives and quality improvement activities and programs in CoMHWA.
- Participate in professional development opportunities.

C. GENERAL

- Identify and manage risks to business operations and/or program objectives.
- Collects quantitative and qualitative data as required by the CEO or their delegate.
- Deliver outputs and outcomes within agreed timeframes and to required standards.
- Prepares and delivers written and verbal presentations as required by the CEO or their delegate.
- Conducts all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWA from time to time.
- Performs other duties as required by the CEO or their delegate.

REPORTING RELATIONSHIPS

Deputy CEO / Advocacy Manager

Responsible
to



This position

SELECTION CRITERIA

QUALIFICATIONS

Relevant tertiary qualifications in a related discipline (community development, social science, public health, public policy, etc.) and/or equivalent knowledge, skills and experience.

ESSENTIAL MINIMUM REQUIREMENTS

- **Lived experience** of mental health recovery.
- Experience and/or demonstrated skills in **assessing referrals, providing supported referrals and communicating effectively and respectfully** to individuals with a psychosocial disability.
- Demonstrated highly developed **interpersonal and communication skills** with a strong team orientation and consumer focus.
- Demonstrated understanding of **advocacy, conflict of interest, and human rights**, including a strong commitment to upholding the rights of people with psychosocial disability.
- Demonstrated ability to **promote self-advocacy** to individuals with psychosocial disability.
- Demonstrated **planning and organisational skills**, especially in relation to meeting deadlines and managing competing priorities, both autonomously and as part of a team.
- Demonstrated **analytical and problem solving skills** in order to develop strategies, ideas and opportunities for resolving issues.
- Demonstrates a **commitment to cultural safety** by respecting and acknowledging the unique cultural identities, histories, and experiences of Aboriginal peoples, fostering an environment of trust, respect, and understanding.

DESIRABLE

- Knowledge of the **disability and mental health reform agendas**, including the NDIS.
- Understanding of the **not for profit sector**.

APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence;
- National Police Certificate (maximum 3 months old or ability to obtain new);
- Working with Children Check; and
- Certification of tertiary or other qualifications (if applicable).

POSITION TYPE/REMUNERATION**POSITION TYPE AND TERM**

Position type: Contract, part-time

Position term: Fixed term to 30 June 2025

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position: 0.6 FTE

Hours per fortnight: 22.5 hrs per week

REMUNERATION

Salary: \$97,278 (1 FTE)

Superannuation 11% of total salary

* Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWA is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.

Research shows that candidates from underrepresented groups (Aboriginal, Torres Strait and Pacific Islander peoples, people of colour, women, non-binary and gender diverse people, LGBTQIA+ communities, and people with a disability) often do not apply for roles if they do not meet all the criteria – unlike majority candidates meeting significantly fewer requirements. We strongly encourage you to apply if you are interested, we would love to know how you can amplify our team with your unique experience.