



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, matters relating to Guardianship and Administration, accessing your medical records, and understanding your rights under the Freedom of information Act. 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, connection, social justice, respect and inclusivity.
- **Supported Decision Making:** Centring the will and preferences of the individual for whom you are advocating and providing the support they need or want to make a decision that works for them.
- **Deep Listening:** The ability to meet the consumer where they're at, to hold space for an individual to tell their story and to build a rapport that will facilitate supported decision making.
- **Flexibility:** The capacity to work on a wide range of issues in a variety of ways depending on the needs of the individual.

- **Negotiating and influencing:** Recognised ability to build and sustain relationships to negotiate effectively and influence change.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including sector partners, staff and consumers to affect change.
- **Organised and Structured:** Demonstrated ability of time-management, organisation and prioritisation skills with capacity to quickly respond to consumer 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.
- Support and hold space for people experiencing distress.
- Quickly develop rapport with consumers seeking advocacy services.
- Practise supported decision making and pure advocacy, supporting the individual to make a decision according to their will and preferences.
- Promote community awareness of consumer rights for people with psychosocial disabilities.
- Maintain records/case notes to a high and professional standard.
- 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.

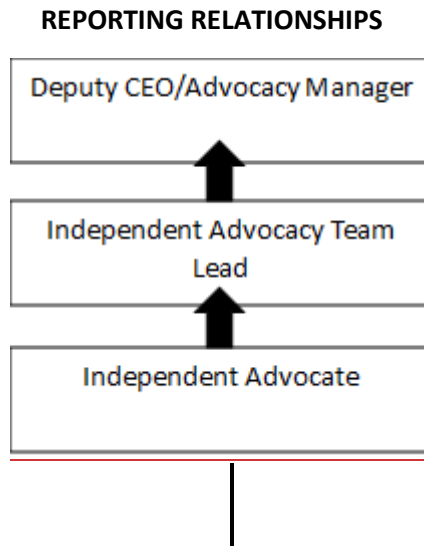
B. QUALITY IMPROVEMENT

- 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.



SELECTION CRITERIA

QUALIFICATIONS

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

ESSENTIAL MINIMUM REQUIREMENTS

- It is a genuine occupational qualification of this position to have a **lived experience of mental health/social and emotional wellbeing issues and recovery** in accordance with section 66(s)(c) of the Equal Opportunity Act 1984.
- Demonstrated **experience within an individual advocacy** or similar support service.
- Demonstrated understanding of the **consumer movement, pure advocacy and dignity of risk**.
- Demonstrated ability to **work with, and emotionally support, vulnerable clientele experiencing distress**.
- Demonstrated highly developed **interpersonal, written, and verbal communication skills** with a **strong team orientation** and **consumer focus**.
- Demonstrated capacity to **work as part of a team** based on an ethos of **collaboration, kindness, co-operation, respect and mutual support**.

- Passion for **upholding human rights**.

DESIRABLE

- Understanding of the mental health and not for profit sector.
- Experience in working with people with lived experience of mental health issues.
- Experience in working with people from a range of diverse backgrounds.

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.

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: 0.6-1 FTE

Hours per fortnight: 45-75 hours per fortnight

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.