

Dear Applicant

Thank you for your interest in applying for the position of Advocate with Headwest.

Please find following a copy of the job description which includes the selection criteria in Section 5.

Please note that only applications successful through to interview will be contacted.

In preparing your application:

- Include a cover letter that includes statements against the selection criteria.
- Include a current resume,
- Complete and attach the EOI form.

Return applications via email to leeanne.brensell@headwest.asn.au

Yours sincerely

Lee-Anne Brensell
Executive Officer

Job Description Form

Section 1 – Position identification

Title:	Individual Advocate
Award jurisdiction:	Western Australia
Location:	Alfred Cove, Western Australia

Section 2 - Reporting relationships

Position Title
Executive Officer

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Position Title
Individual Advocate

Positions under direct supervision

Nil

Section 3 – Headwest Mission and Values

Mission

Through leadership and expertise, we work to transform the lives of all those living with ABI in Western Australia

Values

Person Centered

People living with ABI, families and carers are central to everything we do.

Excellence

We will lead the way in the development and improvement of best practice.

Respect

Our actions are guided by a high regard for the inherent dignity and worth of each person.

Integrity

We are open, honest, accountable and ethical in all our interactions.

Collaboration

We develop innovative and effective working relationships.

Section 4 – Statement of responsibilities

The Advocate has the following areas of responsibility:

Individual Advocacy

Provide advocacy to individuals with an acquired brain injury and families/carers by:

- Advocating on the individual's behalf (e.g. negotiating).
- Supporting individuals to advocate for themselves.
- Linking a person with other relevant services that can assist in the advocacy process (e.g. obtaining legal advice).
- Supporting a person to take action through formal processes (e.g. State Administrative Tribunal, Equal Opportunity Commission, Human Rights Commission, Department of Housing Appeals Process, Department of Human Services, Ombudsman etc.).
- Supporting individuals to deal with a crisis or problem they may be having.

Systemic Advocacy

- Assist in the identification of individual advocacy trends, to identify common issues for clients, and in the development and implementation of strategies (e.g. special projects, lobbying etc.) to resolve these issues.
- Establish cooperative relationships with a range of organisations, especially those that represent the interests of people with acquired brain injury.

Information and Education

- Assist in the development of information kits, and provide information to people with acquired brain injury and carers/families.

Coordination and Administration

- Develop personal work plans.
- Work cooperatively with volunteers and employees.
- Maintain work records and prepare regular reports.
- Seek to develop skills and knowledge through continuous professional development.

Section 5 - Selection Criteria

Essential

- A commitment to work within and promote the values of Headwest as reflected in our Mission and Values.
- Relevant tertiary qualification/s and/or extensive experience in advocating for people's rights, community development and networking
- Demonstrated knowledge of the disability sector including government departments and agencies and non-government organisations and relevant legislation/regulations.
- High level of oral and written communication, good problem solving and analytical skills.
- Demonstrated proficiency in a wide range of IT applications.
- A current valid driver's licence.