



Location: 4 / 54 Reg Harris Lane
Alice Springs NT 0870
Postal: PO Box 8267
Alice Springs NT 0871
Phone: 08 8953 1422
Website: www.das.org.au

Chief Executive Officer

Position Description

Disability Advocacy Services (DAS) is a community based and Incorporated Association to provide advocacy and support services to people with disabilities in Alice Springs and the Barkly regions.

DAS operates from a best practice and client focused model. As a not-for-profit incorporated community organisation, DAS offers a free, confidential advocacy service to persons and families with a disability, supporting and empowering clients to exercise their own rights in accordance with the NT Disability Advocacy Standards.

Accountability

The CEO is directly accountable to the Board of Management for the day to day operations of the service and for the performance of the following;

General Responsibilities

- The CEO has direct responsibility for supporting advocacy for Individual and groups.
- Manage the day to day operations of the service and integrate all program areas of the service.
- Abide by the goals, philosophies, constitutions, policies and procedures of the service.
- Inform, work with, and implement the decisions of the Board of Management;
- Oversee comprehensive individual and systematic advocacy by working with staff and in partnership with other stakeholders.
- Ensure that all client and organisational data collection duties are maintained at the highest standard.
- Work towards above the standards above those set by the government.
- Represent the organisation in the public discourse with people with a disability and their families.

Staff Management

- Ensure that staff abides by the goals, philosophies, constitution, policies, procedures and decisions of the organisation.
- Supervise and direct staff including disciplinary procedures where necessary.
- Maintain a strong working relationship with all staff, students who do work placement, and external partners.
- Manage conflict resolution processes where required.
- Provide and/or arrange for appropriate ongoing training for staff and the Board.

Funding

- Ensure sound financial management of the service
- Prepare funding submissions for the service and its programs as required.
- Ensure that funding is acquitted in an appropriate and timely manner.
- Comply with monitoring requirements of funding bodies

Lobbying, Liaison and Community Development

- Lobby for and maintain a position that reflects the philosophies and beliefs of the Service that protects and advances the rights of people with disability.
- Maintain astute awareness of the political environment that may impact on people with a disability.
- Liaise with media to ensure positive public comment on issues
- Liaise and network with key stakeholders at the local, regional and national levels
- Promote a strong and positive image of the Service to the broader community and with other service providers
- Provide advice and written response to policy development at local, Territory and National levels
- Liaise and maintain positive links in the Alice Springs and Barkly regions.
- Work with other organisations to ensure consistent and thorough provision of services people with a disability.
- Continue to raise the public profile of DAS and the importance of Advocacy support for persons with a disability
- Apply for grant and other opportunities as presented.

Administration

- Prepare written monthly reports for the Board of Management
- Ensure the timely provision of monthly financial statements for the Board
- Maintain records and statistics of service users ensuring all funding area statistical requirements are met
- Maintain and review case files
- Ensure all position descriptions are relevant and reviewed on a regular basis.
- Maintain employee records

Policy Review and Evaluation

- Implement, review and evaluate existing program areas biannually
- Develop new program areas to reflect identified client needs and organisational directions
- Implement the strategic plan, to be reviewed annually
- Develop and review policies, goals and objectives of the service in collaboration with the Board of Management

Selection Criteria

ESSENTIAL:

- A demonstrated commitment to social justice principles, and an awareness of issues relevant to people with a disability, carers, and their families.
- Relevant tertiary qualifications or extensive experience in community development, human resource management, project management, social work or disability service work.
- Experience working in a multi-cultural environment and an understanding of the impacts of Australia's history of colonisation.
- Analytical and communication skills and the ability to develop and implement strategies and policy.
- Experience in managing and developing the operations of a service-driven organisation including working with a Board of Management, strategic planning, financial management, staff management and development, reporting and acquittal to funders.
- Extensive experience in case management, advocacy and a thorough understanding of duty of care responsibilities and procedures.
- Extensive liaison experience with government departments, non-government organisations and members of the community. Skills in establishing and maintaining networks.
- Well-developed writing and computer skills including the ability to master data collection systems, maintain client related documentation and produce timely good quality internal and external reports
- Current Working with Children Check (Ochre Card)
- Current acceptable Criminal History Check (less than 6 months old)
- Willingness to undergo National Child Protection Check (if required by Territory Families)

DESIRABLE:

- Experience in working with peak bodies and other national organisations.
- Negotiation and Mediation skills.
- Experience in advocacy, lobbying and media liaison
- Lived experience of Disability
- Current driver's licence