



**Agency and Work Description, Duty Statement and Selection Criteria
MANAGER, POLICY AND SUPPORT**

Effective January 2010

Advocare Inc

Advocare Inc has been operating since March 1997 and is a state-wide agency, funded through the WA Department of Health (HACC) and the Commonwealth Department of Health and Ageing. Advocare Inc is based in Belmont.

Working at Advocare Inc

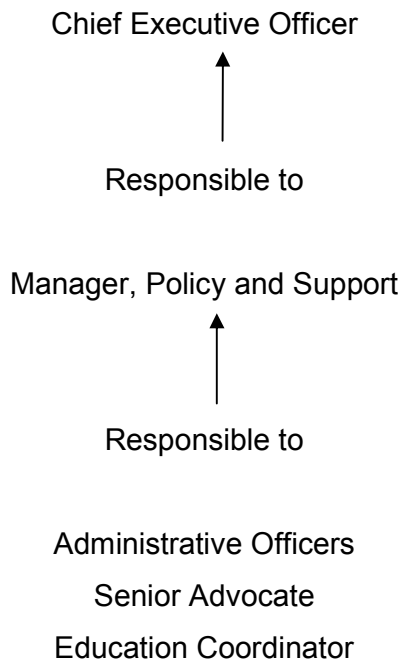
- Advocare's prime responsibilities are, through the delivery of advocacy and education, to support the rights of people with a disability and older adults in relation to the delivery of HACC and Commonwealth funded aged care services and to support the rights of older adults who are experiencing elder abuse
- Advocates are responsible to a Senior Advocate who provides ongoing supervision and support. The Senior Advocate reports to the Manager, Policy and Support. The position works closely with, and reports directly to the CEO.
- Staff at Advocare enjoy a wide variety of tasks in the office and in the community, and have the opportunity to travel throughout the state.
- Attendance at conferences and staff development training is encouraged
- Staff are paid under the Advocare Enterprise Agreement with annual increments
- Conditions include paid leave over the Christmas / New Year break
- Generous salary packaging is available which substantially increase the value of your pay package
- The salary range is \$55,135.28- \$57,618.85. Salary packaging of up to \$16,050 p.a is worth ~\$5,000 taking the salary to \$60,135.28- \$62,618.85.



JOB DESCRIPTION

MANAGER, POLICY AND SUPPORT

REPORTING RELATIONSHIPS



STATEMENT OF DUTIES

Management

- Assists in managing the agency as a member of the Corporate Executive
- Develops, reviews and evaluates the agency's programs
- Represents Advocare at seminars and forums
- Develops strategies to address systemic issues

Policy

- Coordinates continuous quality improvements including client satisfaction surveys
- Develops and reviews policies and procedures

Accountability

- Oversees the preparation of applications for funding as required
- Prepares special reports for the Chief Executive Officer and Board as required
- Prepares reports to funding bodies
- Sends reports and acquittals to funding bodies
- Coordinates the preparation of the annual report

Human Resources

- Coordinates staff recruitment
- Coordinates the induction and orientation plan for new staff
- Coordinates the professional development of staff

Education & Marketing

- Coordinates the development and review of Advocare's educational resources and promotional material
- Coordinates the development of Advocare's newsletter and other marketing activities

Other

- Develops and coordinates strategies to meet the requirements of OSH, Workers' Compensation and Equal Opportunity and other relevant legislation
- Investigates, develops and implements new revenue sources and organisational partnerships
- Other duties as directed

SELECTION CRITERIA

ESSENTIAL

Able to demonstrate:

- Excellent written and verbal communication skills, including interpersonal skills
- Sound experience in human resources management
- Sound analytical and problem solving skills
- Ability to work within a small team environment
- Commitment to quality customer service
- Understanding of, and commitment to OSH and equal opportunity principles and practices
- “C” Class driving licence and ability to travel periodically
- Possession of, or progress towards a relevant tertiary qualification or equivalent experience

DESIRABLE

- Knowledge and experience in working within a human services environment
- Understanding of the aged and disability sector
- Experience in policy development and implementation
- Understanding and appreciation of issues for people from cultural and linguistically diverse backgrounds, Aboriginal people and Torres Strait Islanders
- Experience in developing new opportunities in an organisation
- Experience in preparing grant applications

HOW TO APPLY

Please write a cover letter introducing yourself and detailing your experience, outlining why you believe you would be successful in this position with reference to the selection criteria. You do not need to address the selection criteria. However, interview questions will be around the criteria.

Send your letter, complete with your resume and the names and contact details of two referees, by **4.30 pm Friday 12th February 2010** to:-

Greg Mahney
Chief Executive Officer
Advocare Inc
1/190 Abernethy Road
BELMONT WA 6104

OR

Email rights@advocare.org.au