



Ethnic Disability Advocacy Centre Inc.

ADMINISTRATION SUPPORT OFFICER PILBARA DISABILITY ADVOCACY Part time – 20 hours per week

The Ethnic Disability Advocacy Centre (EDAC) is seeking to employ a part-time Administration Support Officer for Pilbara Disability Advocacy service. Based in Newman, the Pilbara Disability Advocacy (PDA) Service provides independent individual advocacy, information and referral services for people with disability living in the East Pilbara, and their families/carers, who are experiencing problems such as discrimination and abuse, grievances with and barriers to accessing appropriate supports and services. From 1 January 2018, this will include advocacy support for CaLD clients accessing the National Disability Insurance Scheme.

The successful applicant will have sound office administration skills in order to support the Regional Advocacy Officer (RAO). The candidate is expected to have experience in and the ability to work with people from diverse backgrounds, particularly people with disability and people of Aboriginal and culturally and linguistically diverse backgrounds. The incumbent must also have good knowledge of the people and services that make up the local community. The successful applicant will possess sound interpersonal and communication skills in order to effectively liaise with clients and relevant services.

Reporting to the RAO and, on occasion, EDAC's Management based in Perth, the successful applicant must be self-motivated and able to work with minimal supervision.

Salary: Social, Community, Home Care and Disability Services Industry Award 2010, Paypoint 2.1. Working hours are 9am-1pm Monday to Friday. Salary packaging options available within ATO limits and guidelines. Regular support, training and professional development opportunities are provided.

EDAC is an EEO employer and has an affirmative action policy that applies for people with disability. People with a disability and/or of Aboriginal and ethno-culturally diverse backgrounds are encouraged to apply.

An application package can be obtained
by emailing: admin@edac.org.au
or by phoning: (08) 9388 7455 or freecall 1800 659 921

For further information about this position please contact Jeyanti Segaran
on (08) 9388 7455 or freecall 1800 659 921

To be considered for interview, applicants must submit a cover letter detailing why they are suitable for the position and attach a resume detailing work history, including the names and contact details of two professional referees.

Applications can be sent electronically to the "Chief Executive Officer" at admin@edac.org.au or alternatively be posted to Chief Executive Officer, EDAC, 320 Rokeby Road, Subiaco 6008.

Applications must be received by 5:00 pm on Friday 26 January, 2018.