

POSITION DESCRIPTION

Position:	Advocate	Reports to:	Advocacy Operations Manager
Award:	Social Community Homecare & Disability Services	Classification:	SCHADS Level 5
Status:	Full-time/Part-time/Job Share/Casual	Location:	175 Fullarton Road DULWICH

Purpose of Role

The purpose of the Advocate role is to provide information, education, and support to ARAS clients, to ensure that clients are sufficiently informed to empower them to make their own choices and to have their rights and interests respected. Advocates work with vulnerable older persons.

The Advocate reports to the Operations Manager, works closely with the Operations Supervisor and maintains a collaborative and productive working relationship with all other staff within ARAS.

The Advocate is responsible for ensuring that all information and services provided are consistent with the purpose, vision, and values of ARAS and comply with relevant legislation, quality standards, contemporary research and practice. ARAS aspires to reflective practice in all aspects of work, continuous quality improvement and the highest possible standards of service provision.

ARAS advocates are able to support older people or their representatives who are:

- seeking or receiving Commonwealth subsidised community based aged care services and residential aged care;
- who are living in a Retirement Village in South Australia;
- who are at risk or, or are being abused by family and friends.

Key Responsibilities	Key Performance Indicators		
1. Advocacy & Support	1.1 Delivery of high quality advocacy through information, education, support and representation, including at SACAT, as required. It is a requirement of this position to visit Residential Aged Care Facilities (RACFs) and alike facilities to deliver these services.		
	1.2 Foster partnerships with other organisations and Government departments to promote ARAS services.		
	 Attend, participate in, and contribute to allocated network meetings for special needs groups. 		
	1.4 Provision of advocacy at an individual level to achieve satisfactory resolution of issues for clients or their representatives. It is a requirement of this position to travel to see clients and provide personalised service either in their home, a RACF or other sites.		
	1.5 Inform Operations Manager of any emerging trends and systemic issues in the Community and Aged Care sector.		
	1.6 Support clients to ensure they understand their rights, responsibilities and entitlements and provide support when they wish to voice their concerns, ask questions or make a complaint about their services.		
	1.7 Undertake Intake duties and provision of appropriate referrals and information as required.		
	1.8 Undertake the role of Duty Advocate as rostered and as required.		
	1.9 Utilise authorised & approved ARAS resources to deliver education an information presentations and to promote ARAS services.		
	1.10 Maintain high standard of client case notes in line with the ARAS Client Records and Case Notes procedure.		
	1.11 Case notes entered into the client database immediately after any case activity.		
	1.12 Represent and promote ARAS at workshops, forums, public engagements and		

 an entworking meetings. and the provide needs and gaps from ARAS work and provide feedback to the Operations Manager. Maintain up to date knowledge and understanding of the relevant legislation, guidelines, policies and procedures. Teamwork & Teamwork & Teamwork & Teamwork & Attend and actively participate in reflective practice circles, case discussions, team meetings and project work. Develop and maintain cooperative and communicate effectively in a team environment as well as independently to achieve service delivery excellence. Maintain and initiate regular and professional communication with work colleagues and management. Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. Insure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. dentify oportunities and protoce for clients, staff, and demonstrate commitment to continuous guality improvement. dentify oportunities and protopatice relative and staff. Support action research projects relating to the provision of high quality service provision and the best outcomes for clients, staff vactivities to ensure a safe work environment for clients, staff, vactivitation as a services as required. High-level knowledge/Lovage of Microsoft Office and database programs to perform the duties. Protesional Development Complete writte communications with clients and external services as requir	r	r –	
Operations Manager. 1.14 Maintain up to date knowledge and understanding of the relevant legislation, guidelines, policies and procedures. 1.15 Contribute to, and meet, organisational targets as per contractual key performance indicators. 2. Teamwork & Communication 2.1 Attend and actively participate in reflective practice circles, case discussions, team meetings and projectwork. 2.2 Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. 2.3 Maintain and initiate regular and professional communication with work colleagues and management. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best ouromes for cilents, their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for cilents. 3.7 Participate and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4. Administration & Service Service as directed by senvices for Management. 5. Provide regular reports as directed by forein Management. 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's performance management process. 5.2 Paratici			networking meetings.
 I.14 Maintain up to date knowledge and understanding of the relevant legislation, guidelines, policies and procedures. I.15 Contribute to, and meet, organisational targets as per contractual key performance indicators. I. Attend and actively participate in reflective practice circles, case discussions, team meetings and projectwork. Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. Maintain and initiate regular and professional communication with work colleagues and management. Deevelop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. Insure that all statutory requirements are being met or exceeded including but not limited to funding agreement. Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. Identify oportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. Support action research projects relating to the provision of high quality services for clients and their families. Participate and contribute to Continuous Quality improvement systems and any relevant quality review or accreditation. High-level knowledge/usage of Microsoft Office and database programs to perform the duties. Pronessional Decumentation Administration & Documentation High-level knowledge of Workplace, Health and Safety activities as and any relevant quality review or accreditation. High-level knowledge/usage of Microsoft Office and database programs to perform the duties. Professional		1.13	
 guidelines, policies and procedures. 1.15 Contribute to, and meet, organisational targets as per contractual key performance-indicators. 2. Teamwork & Communication 2. Attend and actively participate in reflective practice circles, case discussions, team meetings and projectwork. 2. Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. 2.3 Maintain and initiate regular and professional communication with work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, that families and staff. 3.4 Support action research projects relating to the provision of high quality service or clients and participation of clients. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 4. Administration & Documentation 4. Administration & Collect and manage time effectively to complete tasks and meetdeadlines. 4. Collect and record data for systemic issues and projectwork. 4. Provide regular repori			
1.15 Contribute to, and meet, organisational targets as per contractual key performance indicators. 2. Teamwork & Communication 2.1 Attend and actively participate in reflective practice circles, case discussions, team meetings and projectwork. 2. Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. 2.3 Maintain and initiate regular and professional communication with work colleagues and management. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolvedifficulties. 3. Continuous Quality Improvement 3. Continuous Quality Improvement 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements. Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous guality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for cilents, their families and staff. 3.4 Support action research projects relating to the provision of high quality service and wenvironment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continu		1.14	
2. Teamwork & 2.1 Attend and actively participate in reflective practice circles, case discussions, team meetings and projectwork. 2. Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. 2.3 Maintain and initiate regular and professional communication with work colleagues and management. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 1.8 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agrements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & 2.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duites. 4.1 High-level knowledge/usage of Microsoft Office and atabase programs to pe		4.45	
2. Teamwork & Communication 2.1 Attend and actively participate in reflective practice circles, case discussions, team meetings and project work. 2. Demonstrate ability to work positively and communicate effectively in a team meetings and project work. 2.1 Demonstrate ability to work positively and communication with thever service delivery excellence. 2.3 Maintain and initiate regular and professional communication with thever to collaboration with others to prevent and/or resolved/fiffculties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous guality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services to clients and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & 1.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 5. Personal & 1.2 Continue to develop profesisonaly		1.15	
Communication team meetings and project work. 2.2 Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. 2.3 Maintain and initiate regular and professional communication with work collaboration with others to prevent and/or resolve difficulties. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement Improvements and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality/improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 4. Administration & Documentation 2.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 5. Personal & Professional 5.1 Proticipate in the organisation. 5.2 6. Know and appity ARAS 6.1 Demonstrate dingment to the ARAS mission, values, and stategic p			•
 2.2 Demonstrate ability to work positively and communicate effectively in a team environment as well as independently to achieve service delivery excellence. 2.3 Maintain and initiate regular and professional communication with work colleagues and management. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute to Norkplace, Health and Safety activities to ensure a safe work environment for clients, staff, vistors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management.		2.1	
 environment as well as independently to achieve service delivery excellence. Maintain and initiate regular and professional communication with work colleagues and management. Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. Continuous Quality Improvement Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. Support action research projects relating to the provision of high quality services for clients and their families. Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. Plan and manage time effectively to complete tasks and meet deadlines. Complete written communications with clients and external services as required. Continue to develop professionally and personally to meet the changing needs of the position and the organisations. Participate in the organisation's performance management process, or as identified through the performance management process, or as identified ty management.	Communication	2.2	
2.3 Maintain and initiate regular and professional communication with work colleagues and management. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 9. Continuucuum Continuut Continuutuum Contexelop professional Continuutuum Continuutuum		2.2	
 colleagues and managemnt. 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best out comes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients, their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the fucusion and participation of clients. 3.7 Participate in and contribute to Xorplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify review or accreditation. 4. Administration & 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.2 Participate in the orga		2.2	
 2.4 Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 4. Support action research projects relating to the provision of high quality services for clients and their families. 5. Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and throcedures that support the inclusion and participation of clients. 4. Administration & Documentation 4. High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4. Plan and manage time effectively to complete tasks and meet deadlines. 4. Collect and record data for systemic issues and projectwork. 4. Collect and record data for systemic issues and projectwork. 5. Personal & Proides regular reports as directed by Senior Management. 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's performance management process. 5.3 Attend training as identified through the performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equ		2.5	
 collaboration with others to prevent and/or resolve difficulties. 2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and opticins to promote and support high quality service provision and the best outcomes for clients, their families and state. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's policies and procedures. 5.2 Participate in the organisation. 5.2 Poroide regular reports as directed by Senior Management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and		24	
2.5 Schedule regular employee feedback sessions with Operations Manager and Operations Supervisor. 3. Continuous Quality Improvement 3.1 Brunch and Statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 5. Personal & Professional 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisations. 5.2 Participate in the organisation's per		2.7	
Operations Supervisor. 3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families andstaff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 5.1 Personal & Professional Development 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's performance management process. 5.2 Participate in the organisation's performance management process. 5.3 Attend training as identified through the performance management process, or as identified by management. 5.2 Personal & Professional Development 5.2 Participate in the organisa		2.5	
3. Continuous Quality Improvement 3.1 Ensure that all statutory requirements are being met or exceeded including but not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and these to utcomes for Clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Morkplace, Health and database programs to perform the duties. 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.2 Part			
Improvement not limited to funding agreements, Commonwealth and State legislation and related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.4 Colle	3. Continuous Quality	3.1	
 related regulations and guidelines. 3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's performance management process, or as identified by management. 5.2 Participate in the organisation's performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate alignment to the ARAS mission, values, and strategic plan. 6.6 Know and apply ARAS policies and procedures 6.1 Demonstrated alignment to the ARA			
3.2 Promote and support reflective practice in all ARAS staff, and demonstrate commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 4. Administration & Documentation 4.1 5. Personal & Provide regular reports as directed by Senior Management. 5. Personal & Professional Development 5.1 6. Nnow and apply ARAS policies and apply ARAS policies and project work to equipate and identified by management. 5.4 Demonstrate dignment to the ARAS mission, values, and strategic plan. 6. Know and apply ARAS policies and projekens and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures 6.1 Demonstrate alignment to the ARAS mission, values, and			
 commitment to continuous quality improvement. 3.3 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.2 Participate in the organisation's performance management process. 5.3 Attend training as identified through the performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demostrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures working relationships with other employees, volunteers and other stakehold		3.2	
3.3Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff.3.4Support action research projects relating to the provision of high quality services for clients and their families.3.5Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community.3.6Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients.3.7Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.4. Administration & Documentation4.14. Administration & Documentation4.14. Administration & Documentation5.15. Personal & Professional Development5.15. Personal & Professional Development5.16. Know and apply ARAS policies and procedures5.16. Know and apply ARAS policies and procedures6.16. Know and apply ARAS policies and procedures6.17. Substrate knowledge of the organisation's pelicies and procedures and a committen to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.16. Know and apply ARAS policies and procedures6.17. Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.7. Substrate knowledge of harmonicus working relationships with other employees, volunteers and other stakeholders. <td></td> <td>_</td> <td></td>		_	
 provision and the best outcomes for clients, their families and staff. 3.4 Support action research projects relating to the provision of high quality services for clients and their families. 3.5 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Collect and record data for systemic issues and projectwork. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's performance management process. 5.3 Attend training as identified through the performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 6.6 Know and apply ARAS policies and procedures and a commitment to keep updated on emerging changes. 6.1 Demonstrate dailignment to the ARAS mission, values, and strategic plan. 6.2 Evidence of harmonious working relationships with other employees, volunteers and othe		3.3	
3.4Support action research projects relating to the provision of high quality services for clients and their families.3.5Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community.3.6Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients.3.7Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.4. Administration & Documentation1.14. Administration & Documentation2.24. Administration & 			
 services for clients and their families. Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community. Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. Administration & A.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. Plan and manage time effectively to complete tasks and meet deadlines. Complete written communications with clients and external services as required. Collect and record data for systemic issues and projectwork. Provide regular reports as directed by Senior Management. Porticipate in the organisation's performance management process. Attend training as identified through the performance management process, or as identified by management. Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. Know and apply ARAS policies and procedures for the organisation substrates in substrates in procedures and a commitment to keep updated on emerging changes. Know and apply ARAS policies and procedures and a commitment to keep updated on emerging changes. Wodel and foster behaviors aligned with the ARAS Code of Conduct. Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 		3.4	
 safe work environment for clients, staff, visitors and the community. 3.6 Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 4.5 Provide regular reports as directed by Senior Management. 5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisations. 5.2 Participate in the organisation's performance management process. 5.3 Attend training as identified through the performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures and a commonitment to keep updated on emerging changes. 6.4 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 			
3.6Identify continuous improvements for all policies and procedures that support the inclusion and participation of clients.3.7Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.4. Administration & Documentation4.14. High-level knowledge/usage of Microsoft Office and database programs to perform the duties.4.2Plan and manage time effectively to complete tasks and meet deadlines.4.3Complete written communications with clients and external services as required.4.4Collect and record data for systemic issues and projectwork. 4.54.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.15.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.16. Know and apply ARAS policies and procedures6.16. Know and apply ARAS policies and procedures6.16. Know end apply ARAS policies and procedures6.16. Know and apply ARAS policies and procedures6.16. Know and apply ARAS policies and procedures6.1		3.5	Participate and contribute in Workplace, Health and Safety activities to ensure a
 the inclusion and participation of clients. 3.7 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation. 4. Administration & Documentation 4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties. 4.2 Plan and manage time effectively to complete tasks and meet deadlines. 4.3 Complete written communications with clients and external services as required. 4.4 Collect and record data for systemic issues and projectwork. 5. Personal & S.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisation's performance management process. 5.2 Participate in the organisation's performance management process. 5.3 Attend training as identified through the performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures and a commitment to keep updated on emerging changes. 6.1 Demonstrate dalignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 			safe work environment for clients, staff, visitors and the community.
3.7Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.4. Administration & Documentation4.1High-level knowledge/usage of Microsoft Office and database programs to perform the duties.4.2Plan and manage time effectively to complete tasks and meet deadlines.4.3Complete written communications with clients and external services as required.4.4Collect and record data for systemic issues and projectwork.4.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.15.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.6.5Demonstrate knowledge of the organisation's policies and procedures6.1Demonstrate dalignment to the ARAS mission, values, and strategic plan. 6.26.2Model and foster behaviors aligned with the ARAS Code of Conduct. 6.36.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		3.6	Identify continuous improvements for all policies and procedures that support
any relevant quality review or accreditation.4. Administration & Documentation4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties.4.2 Plan and manage time effectively to complete tasks and meet deadlines.4.3 Complete written communications with clients and external services as required.4.4 Collect and record data for systemic issues and projectwork.4.5 Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.2 Participate in the organisation's performance management process.5.3 Attend training as identified through the performance management process.5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.			the inclusion and participation of clients.
any relevant quality review or accreditation.4. Administration & Documentation4.1 High-level knowledge/usage of Microsoft Office and database programs to perform the duties.4.2 Plan and manage time effectively to complete tasks and meet deadlines.4.3 Complete written communications with clients and external services as required.4.4 Collect and record data for systemic issues and projectwork.4.5 Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.2 Participate in the organisation's performance management process.5.3 Attend training as identified through the performance management process.5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		3.7	Participate in and contribute to Continuous Quality Improvement systems and
Documentationperform the duties.4.2Plan and manage time effectively to complete tasks and meet deadlines.4.3Complete written communications with clients and external services as required.4.4Collect and record data for systemic issues and projectwork.4.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.15.2Participate in the organisations.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.			any relevant quality review or accreditation.
4.2Plan and manage time effectively to complete tasks and meet deadlines.4.3Complete written communications with clients and external services as required.4.4Collect and record data for systemic issues and projectwork.4.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.1Continue to develop professionally and personally to meet the changing needs of the position and the organisations.5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.	4. Administration &	4.1	High-level knowledge/usage of Microsoft Office and database programs to
4.3Complete written communications with clients and external services as required.4.4Collect and record data for systemic issues and projectwork.4.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.1Continue to develop professionally and personally to meet the changing needs of the position and the organisations.5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.	Documentation		perform the duties.
required.4.4Collect and record data for systemic issues and projectwork.4.5Provide regular reports as directed by Senior Management.5. Personal &5.1Continue to develop professionally and personally to meet the changing needs of the position and the organisations.Development5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		4.2	Plan and manage time effectively to complete tasks and meet deadlines.
4.4Collect and record data for systemic issues and projectwork.4.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.1Continue to develop professionally and personally to meet the changing needs of the position and the organisations.5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.16.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		4.3	Complete written communications with clients and external services as
4.5Provide regular reports as directed by Senior Management.5. Personal & Professional Development5.1Continue to develop professionally and personally to meet the changing needs of the position and the organisations.5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.			required.
5. Personal & Professional Development5.1 Continue to develop professionally and personally to meet the changing needs of the position and the organisations.5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and policies and procedures6. Know and apply ARAS policies and procedures6.16.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		4.4	Collect and record data for systemic issues and projectwork.
Professional Developmentof the position and the organisations.5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		4.5	Provide regular reports as directed by Senior Management.
Development5.2Participate in the organisation's performance management process.5.3Attend training as identified through the performance management process, or as identified by management.5.4Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.	5. Personal &	5.1	Continue to develop professionally and personally to meet the changing needs
 5.3 Attend training as identified through the performance management process, or as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 	Professional		of the position and the organisations.
 as identified by management. 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 	Development	5.2	Participate in the organisation's performance management process.
 5.4 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 		5.3	Attend training as identified through the performance management process, or
 equal employment opportunity and other relevant legislation. 5.5 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes. 6. Know and apply ARAS policies and procedures 6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 			as identified by management.
5.5Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan.6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.		5.4	Maintain knowledge of Workplace, Health and Safety, anti-discrimination and
commitment to keep updated on emerging changes.6. Know and apply ARAS policies and procedures6.1Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.26.2Model and foster behaviors aligned with the ARAS Code of Conduct. Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.			equal employment opportunity and other relevant legislation.
 6. Know and apply ARAS policies and procedures 6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan. 6.2 Model and foster behaviors aligned with the ARAS Code of Conduct. 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders. 		5.5	Demonstrate knowledge of the organisation's policies and procedures and a
policies and procedures6.2Model and foster behaviors aligned with the ARAS Code of Conduct.6.3Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.			commitment to keep updated on emerging changes.
procedures 6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.	6. Know and apply ARAS	6.1	Demonstrated alignment to the ARAS mission, values, and strategic plan.
and other stakeholders.	policies and		-
	procedures	6.3	
6.4 Management of risk and ensure compliance with WHS to the highest standards.			
		6.4	Management of risk and ensure compliance with WHS to the highest standards.

PERSON SPECIFICATION

Qualifications

- A tertiary qualification in human services, law, social work, behavioural science and/or community services or an equivalent combination of relevant extensive experience, education and/or training.
- Membership of relevant professional associations.

Knowledge and experience

- A minimum of 5 years' experience in working with and/or advocating for people with a disability, older people, disadvantaged, vulnerable groups and operating within a social justiceframework.
- Demonstrated ability to understand and apply legislation particularly Aged Care Act 1997 and related Principles and Retirement Villages Act 1987 and related regulations, policies and procedures, including the ability to identify issues and problem solve.
- Excellent written, verbal communication and presentation skills.
- High-level computer skills Microsoft Office or equivalent.
- Commitment to continuous quality improvement and to maintaining qualityoutputs.

Specific employment requirements

- Satisfactory National Police Clearance required.
- Working with Vulnerable Persons Check
- Vaccinations as required from time to time to allow entry to RACFs, at present this includes annual influenza vaccination, and may shortly include COVID-19 vaccination
- Work outside of normal office hours may be required from time to time.
- Current driving licence and willingness to drive for work purposes.
- Travel may be required within South Australia and interstate.

MONITORING, EVALUATION AND REVIEW

Status:	APPROVED	Control:	Human Resources
Approved by:	CHIEF EXECUTIVE	Version:	1.4
Effective Date:	July 2021	Review Date:	July 2023

Acknowledgement

I, acknowledge that I have read and understood the key position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position, not listed in this statement, that fall within my competency and skill set. I have received a copy of this Position Description.

Employee

Name:			
Signed:	Date	./	J
Human Resources Manager			
Name:			
Signed:	Date	_/	J