

Midlas

Midlas is a Community Legal Centre in Midland that provides holistic support and community services for people experiencing Family Violence, Financial Hardship, Eviction, or people with a Disability.

Disability Advocacy

Disability Advocates work with people with a Disability to identify the issues they are facing, work out solutions, and support them to advocate for positive change. We support people with a Disability to:

- Access the NDIS
- Appeal NDIS decisions
- Address issues with their service providers
- Access the Disability support pension, and
- Access supports they need to live independently

About You

Our Disability Administration Officer takes all incoming requests for support and works with the person with a disability to identify their issue, triage them and assign to an Advocate. The person in this role will:

- Have amazing communication skills both written and verbal
- Be able to manage competing tasks effectively
- Have experience working in a busy office environment

Key duties

1. Provide high quality administrative support to Midlas Disability team
2. Provide a high level of communication and information coordination to assist stakeholders at all levels within and external to the organisation;
3. Represent the organisation in an exemplary manner;
4. Play an active and constructive role in the Midlas Disability Advocacy team, working together to achieve the strategic direction of the organisation;
5. Ensure that the organisation meets its statutory obligations.

