



## MINISTRY OF SOCIAL DEVELOPMENT

*Te Manatū Whakahiato Ora*

### POSITION DESCRIPTION

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<b>Position:</b>	<b>Regional Disability Advisor</b>
<b>Location:</b>	<b>Regional Office</b>
<b>Business Unit:</b>	<b>Work and Income</b>
<b>Group:</b>	<b>Work and Income Regions</b>
<b>Reporting to:</b>	<b>Regional Director</b>
<b>Issue Date:</b>	<b>February 2007</b>
<b>Delegated Authority:</b>	<b>Nil</b>
<b>Staff Responsibility:</b>	<b>Nil</b>

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#### Our Role

The Ministry of Social Development (MSD) is the lead agency for the social sector. We help the Government to set priorities across the sector, co-ordinate the actions of other social sector agencies and track changes in the social wellbeing of New Zealanders.

The Ministry provides policy advice, and delivers social services and assistance to children and young people, working age people, older people, and families, whānau and communities. We work directly with New Zealanders of all ages to improve their social wellbeing.

We serve over a million people, working out of more than 250 centres around the country. It is likely that every New Zealander will come into contact with the Ministry at some point in their life.

Our work, together with our social sector partners, is essential to achieving a sustainable and prosperous future, where all New Zealanders are able to take responsibility for themselves, be successful in their lives and participate in their communities.

#### Our Principles

MSD People: Put people first | Team up together to make a bigger difference | Act with courage and respect | Empower others to act | Create new solutions | Are 'can do', and deliver | Honour achievement

Above all, we do the right things for New Zealanders.

#### Position Description Approved By:

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Director HR, Work and Income

Date: ...../...../.....



**Work and Income**  
Te Hiranga Tangata

*A service of the Ministry of Social Development*

### **Group:**

The Regional Office is a key part of the Work and Income Service Delivery structure. The objectives of the Regional Office are to:

- identify challenges faced by communities within the region
- define the regional focus
- target resources according to regional focus
- support operational activity and improvement
- establish and maintain relationships with key regional organisations in order to increase opportunities for clients.

### **Purpose of the Position:**

The Regional Disability Advisor is responsible for providing specialist advice on the disability factors associated with a client's application, review/renewal of benefit and entitlement to services. In particular, the Regional Disability Advisor will focus on matters relating to disabled people seeking income and employment support, the barriers created by the client's disability, what support options may exist for reducing or removing the effect of these barriers and what service options may be suitable for the client to enable them to achieve a sustainable employment outcome. Their professional advice will influence the outcome for the client. The Regional Disability Advisor will also champion disability awareness and issues within Work and Income front-line offices and the region as a whole. This role is part of a network of Regional Health and Disability Advisors that is supported professionally by two Principal Advisors located in National Office.

### **Working Relationships**

#### **Internal:**

- Regional Director
- Regional Health Advisors
- Work and Income front-line staff
- Office for Disability Issues
- Other MSD business units
- Customer Service Representatives
- Health and Disability Provider Liaison Co-ordinators
- National Client Managers
- Principal Health Advisor (national office)
- Principal Disability Advisor (national office)
- Health/Welfare Services Manager (national office)



**External:**

- General practitioners
- Regional disability and social support providers
- Contracted health and disability providers
- Key public hospital staff
- Public Health Organisations
- Regional Health Authority
- Specialists

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## Key Accountabilities:

Key Result Area	Accountabilities
<p><b>Advice on disability issues</b></p>	<ul style="list-style-type: none"> <li>• provide advice to staff on what Work and Income can do to support disabled clients into work (to the extent the client is reasonably able)</li> <li>• determine what external services may be appropriate to enable disabled clients to access employment, including awareness of and clear linkages to community-based services and supports</li> <li>• advise on how appropriate jobs are identified</li> <li>• advise on how Work and Income determines appropriate support steps to ensure job suitability and sustainability (including modification and other supports)</li> <li>• support Work and Income front-line staff, including case managers, employment co-ordinators and work brokers to ensure employers consider disabled clients as viable candidates for job opportunities</li> <li>• provide advise to front-line Work and Income staff on individual client cases where disability issues feature to ensure appropriate support and service options exist in order of priority to achieve sustainable employment opportunities.</li> <li>• advise on the way Work and Income works with disabled clients</li> </ul>
<p><b>Support disabled people access vocational and employment services</b></p>	<ul style="list-style-type: none"> <li>• monitor progress and outcomes at a regional level for disabled people accessing employment</li> <li>• advise regional contracts managers on appropriate service design to incorporate the needs of disabled people</li> <li>• improve Work and Income's awareness and the appropriateness of its service and approach</li> </ul>
<p><b>Relationship Management</b></p>	<ul style="list-style-type: none"> <li>• provide local connection to community-based provider services</li> <li>• form connections with local consumer groups</li> <li>• establish and maintain relationships with local industry, service providers, Public Health organisations, Regional Health Authorities</li> </ul>
<p><b>Promotion of disability issues</b></p>	<ul style="list-style-type: none"> <li>• ensure disability needs and issues are conveyed to staff</li> <li>• promote disability awareness to staff</li> <li>• encourage use of premises that are disability-friendly</li> <li>• contribute to providing a supportive environment for staff with disabilities in conjunction with Regional and Service Centre staff</li> <li>• provide advise on disability initiatives as part of regional planning</li> </ul>
<p><b>Planning and reporting</b></p>	<ul style="list-style-type: none"> <li>• actively contribute to the operational plan for the Work and Income region as required</li> <li>• participate actively in planning and supervision activities that involve other regional disability advisors and with the Principal Disability Advisor</li> </ul>



	<ul style="list-style-type: none"><li>• liaise with Regional Health and Principal Health Advisors</li><li>• Report regionally on a regular basis on areas to be further addressed</li></ul>
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**Technical/Professional Knowledge and Experience**

- Significant experience in a community-focussed role working with and providing employment services to people with disabilities
- tertiary qualification in relevant disability field

**Attributes/Success Factors**

- Ability to build effective relationships with a wide range of internal and external stakeholders
- Ability to provide clear, succinct professional advice
- Excellent verbal and written communication skills, including report writing

**Other Requirements**

- Willing to travel to fulfil job requirements

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