****

**Safeguarding Adults Coordinator**

**About the Personal Advocacy Trust (PAT) Safeguarding Adults Service for Adults at Risk:**

The Safeguarding Adults Service is an integrated multi-agency approach to safeguarding adults at risk of harm, abuse and neglect due to health needs, social care needs, or disabilities.

Our vision is that everyone in New Zealand lives a good life free from harm, abuse and neglect,

and their rights are protected. Through our vision our mission is to ensure advocacy and

safeguarding adults arrangements protect and promote the human rights, health, safety,

wellbeing and culture of members and adults at risk.

**The Position:**

The Personal Advocacy Trust (PAT) is looking for a skilled Safeguarding Adults Coordinator

for the Waitemata District. This is a part-time role for 20 hours per week for a fixed term of 12 months.

The hours of work will be negotiated with the successful applicant but will be between Monday-Friday.

**Purpose of the Position:**

The primary purpose of this position is to coordinate and deliver the Safeguarding Adults from Abuse (SAFA) Service in the Waitemata District of Auckland. The role includes working collaboratively with all individuals and agencies who have a safeguarding adults responsibility, advocating for and encouraging the development of safeguarding adults policy and practice that protects and promotes the rights of adults at risk and protects people against abuse, and supporting partners to understand their duty of care in relation to Vulnerable Adults under the Crimes Amendment Act, (2011).

**About You:**

You are a passionate, highly motivated individual who possesses superior organisation and time management skills. You have empathy and a sound understanding of adults at risk. You are focused on promoting and protecting the human rights of adults at risk, and have experience in working with vulnerable people and whānau in safeguarding adult concerns. You can work well under pressure with minimal direction and have excellent communication skills, working successfully with professionals and staff from other agencies.

**Skills and experience**

You will have a degree in Social Work, or relevant Professional Qualification and experience in services/ advocacy for Adults at Risk.

Applicants will need to demonstrate:

* significant knowledge and understanding of the nature and dynamics of family violence, abuse and neglect, and its effects on adults at risk
* direct experience of identifying and managing vulnerabilities and risk and to support others in this
* direct experience of managing a referral of concern through to case management
* direct experience of chairing complex meetings and writing reports
* computer literacy, in particular Microsoft Office, Word and Excel.

Preferably you will have:

* a minimum 5 years post-graduation experience
* experience in working in the family violence, health, disability and social care sectors.

For further information and a job description please contact:

Sue on 022 6141 944 (Monday to Thursday) or [safeguardingadults@pat.org.nz](mailto:safeguardingadults@pat.org.nz)

Applications close on 17th May 2019 at 5pm. Interview dates to be confirmed.