



Karralika Programs – Consumer Advisory Body – Application Guide

About the Consumer Advisory Body

In recognition of the evidence supporting the enormous value that partnership with consumers provides to the overall quality of and outcomes from treatment provided, Karralika Programs is committed to improving consumer engagement strategies and activities. As a result, Karralika Programs has established a Consumer Advisory Body to provide advice to the organisation about opportunities for continuous quality improvement to enhance our services and better meet the needs of the community.

The Body is made of past consumers and carers with qualities, experience and knowledge in areas representative of the needs of individuals, families and communities facing issues with alcohol and other drugs.

Your application

The purpose of the Consumer Advisory Body and the role of Members is outlined in the Position Description, which is part of this application pack. It is important that you read the position description and understand the role, responsibilities, and commitment you would be making, including how we can best support you.

Please address the following dot points in your application:

- **Tell us how and when you were connected to Karralika Programs as either a previous client or carer of someone who was a client,**
- **If you have been a client, what has been important in your recovery journey,**
- **Why would you like to be involved in the Consumer Advisory Body,**
- **What do you think you can bring to the Consumer Advisory Body (include any job roles, other Committee memberships, etc.), and**
- **What voice or perspective will you bring (client, carer, representing a particular demographic, cultural group or diverse background).**

If you have any questions about the Consumer Advisory Body or need more information in order to decide whether to apply, please call our office on **1800 1 KARRA (1800 1 52 772)** or **02 6185 1300** during business hours and ask for Mellissa or Anna.

Please email your application to jobs@karralika.org.au or deliver your application in person to our main office at 2 Napier Close, Deakin.

Additional information

Please consider the following information when applying for membership to the Consumer Advisory Body:

- We will be interviewing shortlisted applicants at our office in Deakin. If you are shortlisted we will contact you to let you know the exact day and time of the interview.
- If your application is successful, you will need to participate in an Induction/Orientation program, during business hours.
- The Consumer Advisory Body will meet alternate months with meetings scheduled in business hours (of no more than 3 hours per meeting). You will be given advanced notice of the dates of the meetings should you be successful.
- Quarterly forums may be held after hours for the members of the Consumer Advisory Body.
- Please consider the arrangements you would need to put in place (employment, family, study etc.) to fulfil your obligations as a member of the Body.
- You will also need to consider if there are any actual or potential conflict of interest between any job or role you have now and the purpose of the Consumer Advisory Body.

Privacy and Confidentiality

Karralika Programs takes the issue of privacy and confidentiality seriously. Any information you provide with your application will be kept confidential and used only for the specific purpose of the Consumer Advisory Body. If you are unsuccessful, we will destroy your application and other records in line with our Privacy Policy. If you are shortlisted, we will retain and securely store your application for future rounds of recruitment to the Consumer Advisory Body, with your agreement.