



**Ngaanyatjarra Pitjantjatjara Yankunytjatjara
Women's Council (Aboriginal Corporation)**

JOB DESCRIPTION

Updated May 2010

Title:	Disability & Aged Project Officer NT & Kiwirrkurra WA
Section:	Tjungu Team: Tri-state Disability & Dept of Health and Ageing
Funding:	Disability Services Commission WA.
Location:	Alice Springs
Classification:	Hours negotiable up to 38 (full-time); \$46,563 – \$53,588 base rate commensurate with experience. Note: Actual salary approx. \$ 52,873 - \$60,718 with salary packaging tax relief. Plus District Allowance; Super contribution 9% of gross; generous leave entitlements.
Responsible to:	Tjungu Team Manager
Contact:	Human Resource Officer or Tjungu Team Manager on (08) 8958 2345.
Application to:	Confidential – Human Resource Officer NPY Women's Council PO Box 8921, Alice Springs NT 0871 or hr.officer@npywc.org.au
Apply by:	20 th September 2010
Website:	www.npywc.org.au

JOB SUMMARY

The Project Officer provides support to the SA/NT and WA Tri-state Disability Service staff and the HACC SA Aged Care Support Program staff. These programs are part of the Tjungu (together) Team. The aims of these programs are to enable Anangu who are aged and or have a disability to maintain a quality of life while continuing to live on their traditional country through:

- Assist NPYWC clients who are frail aged and/or have a disability and their carers, by providing case management, practical support, information and referral;
- Community development with clients, carers, communities and other relevant agencies;
- Working with NPYWC services and other organisations to co-ordinate and improve services for people who are aged and or have a disability.

DUTIES

The aim is to, along with Tjungu Team members and other relevant NPYWC staff to provide practical support to clients who are frail aged and or have a disability.

Specifically:

1. Work in collaboratively with other Project Officers to support clients who are in Alice Springs for respite or for other reasons.
2. Co-ordinate and deliver a range of services to people who are aged and or have a disability, which includes:
 - Accessible information about the Project and options for support and care
 - Culturally appropriate care plans for clients, carers and communities
3. Work with other NPYWC staff, members, clients and their families and carers to address practical support issues.
4. Refer individuals with health problems to appropriate services.
5. Liaise with other organisations and health services on behalf of Anangu about areas of unmet need and concern in relation to being aged and/or having a disability.
6. Use a community development approach through ongoing consultation with clients, carers, families and communities about culturally appropriate strategies to assist clients.
7. Ensure confidentiality of clients and workplace information at all times.
8. Prepare submissions, reports and data collections as required by the funding body within the specified time frame, as per the Service Agreements.
9. Maintain a client database and a system of confidential record keeping of client information.
10. Administer equipment brokerage funds as per the service agreement, and monitor project expenditure under the guidance of Tjungu Team Manager so as to remain within budget.
11. Attend and provide reports to NPYWC Executive, General Meetings and other meetings as required.
12. Undertake job training as required.
13. Be responsible for the appropriate use and safe maintenance of NPYWC vehicles.
14. Other lawful and reasonable duties as directed.

SELECTION CRITERIA

Essential

1. Qualifications and or demonstrated relevant experience in aged care, disability services, and or administration
2. Understanding of current issues in relation to aged care and disability services.
3. Ability to work in a cross-cultural environment, including working in partnership with other staff with staff from a variety of backgrounds.
4. Able to take direction from management.

5. Good written and verbal communication skills across diverse groups, from Anangu community members, NPYWC staff and management to government and other agencies.
6. Ability to work co-operatively in a team.
7. Experience in or capacity to work within a community development framework
8. Experience in the development and implementation of projects and policy.
9. Ability to work with minimal supervision including being able to plan and use time effectively.
10. Ability to undertake occasional bush travel as required.
11. Current Driver's Licence.
12. Satisfactory criminal history check.
13. Participate in an occasional weekend roster as required
14. Willingness to assist with the Ninti Education Program as required
15. A good level of health and fitness. Note: If so required by NPYWC at any time, you must undergo a satisfactory medical examination (including a pre-employment medical examination) for the purpose of determining whether you are able to perform the inherent requirements of your position. Any such medical examination will be at the employer's cost, and copies of any medical report will be provided to you. You must advise NPYWC of any illness, injury, disease, or any other matter relating to your health or physical fitness which may prevent you from performing your duties, or which may affect your ability to work safely.

Desirable

1. Previous experience in aged care or disability
2. Knowledge of Western Desert languages or willingness to learn.
3. Knowledge of NPY member communities.
4. Good computer skills or the ability to develop.
5. Experience in driving a 4WD or willing to undertake training.
6. Manual driver's licence is desirable.
7. Current first aid certificate or willingness to undertake training.