

Position: Disability & Carer Support Project Officer

NPYWC Program: Tjungu Team

Employment Details: Full Time (38 hours per week), 12 months fixed term

Location: Wingellina, WA with travel to Alice Springs and the NPY Lands

Base Salary: \$75,754.28 - \$85,709.01 per annum (negotiable based on experience) with additional benefits

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

Your Team:

The Tjungu (together) team provides support, advocacy and case management to ngaltutjara tjuta – people with disabilities, elderly people, and their carers & families.

Tjungu was chosen as the title for the program to reflect the fact that aged, disability and mental health issues often overlap and require workers and families to meet these challenges together.

Tjungu philosophy and principles support the rights of older Anangu people and people with disabilities to live in their community so that family and relationships can be maintained and spiritual and physical connections with country are continued.

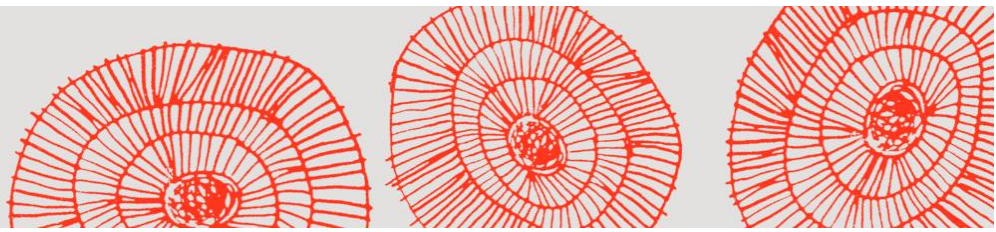
Your Role:

The Disability & Carer Support Project Officer works in a malparara (side by side) partnership with an Anangu / Yarnangu Aboriginal Disability & Carer Support Project Officer.

The service aims to support carer well-being & to maintain them in the caring role.

Your Responsibilities:

- Co-ordination of individual, family, community and other assistance through support coordination, needs analysis, advocacy and community development.
- Liaise with other NPYWC staff, external stakeholder such as health services and other relevant agencies to co-ordinate the provision of services to people with disabilities and carers.



- Work in a malparara partnership with an Anangu / Yarnangu Support Worker.
- Assist carers and people on the NPY communities with disabilities through:
 - Co-ordinating plans for people referred to the Service;
 - Supporting children with disabilities, and their families;
 - Providing or ensuring the provision of accessible information about the Service and options for other services and support;
 - Liaise with service providers including Health services;
 - Developing responsive and appropriate community-based services for people with disabilities, care givers and communities.
 - Referring people with disabilities and carers to other NPYWC services and other agencies as required.
- Maintain a client database and a system of record-keeping of client information and other information as required by the Service Agreement.
- Maintain confidentiality of client and workplace information at all times.
- Some monitoring of expenditure so as to remain within budget, with assistance and supervision.
- Use a community development approach through ongoing consultation with consumers, carers, families and communities about suitable appropriate strategies for the facilitation of independence.
- Assist with updating written policies and procedures if required.
- Prepare reports and data collections as required by the funding bodies within the specified time frame, as per the Service Agreement(s).
- Attend and provide reports to NPYWC Executive, General Meetings and other meetings as required.
- Other lawful and reasonable duties as directed.

Skills and Experience:

- Understanding of current issues relating to Aboriginal people with disabilities in remote areas.
- A high level of written and verbal skills, interpersonal skills and the ability to communicate with Anangu members and Executive, staff from a variety of backgrounds and with external agencies.
- Ability to work in a cross-cultural environment, operate in partnership with other NPYWC staff and take direction.
- Ability to follow the policies and procedures of NPYWC as determined by the Executive and senior management.

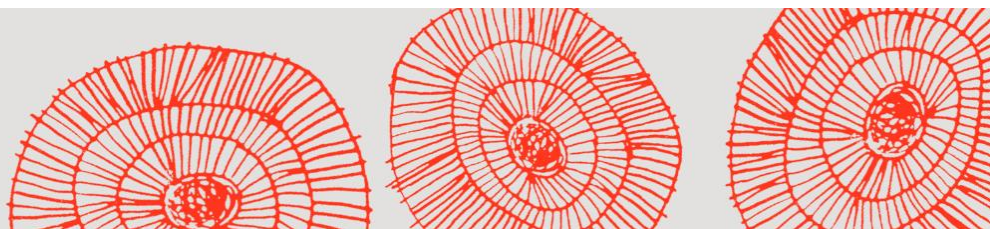
Qualifications:

- Relevant tertiary qualifications and experience in the field of disability or human services, community development or a related discipline, or extensive relevant experience.
- Early Childhood qualifications and experience (desirable).

Remuneration:

- \$75,754.28 - \$85,709.01 per annum
- 10% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

Employment Conditions:



- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Kim McRae, Tjungu Manager, on 08 8958 2360 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date