

Position: Disability Royal Commission Advocacy Project Officer
NPYWC Program: Tjingu Team
Employment Details: Full Time, 38 hours per week, Fixed Term to 30 th June, 2023
Location: Alice Springs based with regular travel to the NPY region
Base Salary: \$75,754.28 - \$85,709.01 per year – (negotiable based on experience) with additional benefits.
<i>Due to the nature of this role, applicants are required to be Aboriginal or Torres Strait Islander.</i>

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

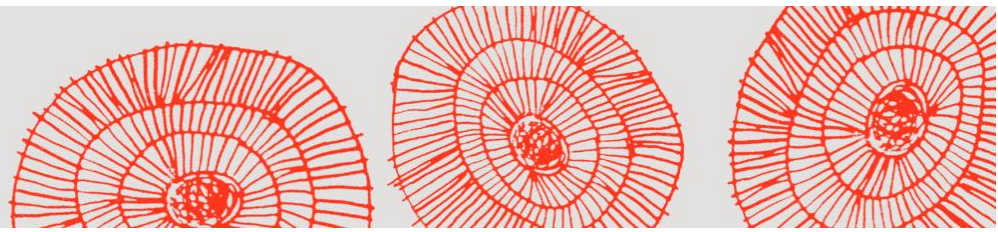
Tjingu was chosen as the title for the program to reflect the fact that aged, disability and mental health issues often overlap and require workers and families to meet these challenges together.

Tjingu 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 Project Officer works in a malparara partnership with an Anangu Project Officer and together they are responsible for the coordination and development of the NDIS Appeals & Disability Royal Commission Advocacy Project. The Projects aim to provide support and representation to people with disabilities through:

- Providing culturally appropriate advocacy and support services to individuals and groups.
- Identifying broader issues from casework and raising these with relevant service providers and Government Departments.
- Linking in with NPY Women's Council services and other organisations to coordinate and improve services to aged and people with disabilities.
- The objective of the NDIS Appeals Program is to ensure that all people with disability and their families and carers have accessible information about how to access support persons for applicants seeking review of NDIA decisions.



Your Responsibilities:

Disability Royal Commission Advocacy duties include:

- Inform people about the Royal Commission, including through outreach;
- Help people understand the purpose of the Royal Commission;
- Provide advice on issues / risks that may arise while engaging with the Royal Commission (noting legal issues / risks will be referred to appropriate legal advisory services);
- Help people work out whether they want to participate in the Royal Commission, and explain the difference between public hearings, private sessions (if such sessions are to occur) and written submissions;
- Help people who want to participate in the Royal Commission plan the best way to tell their story;
- Help people communicate with the Royal Commission about required communication supports (e.g. interpreters, accessible interview techniques, recordings);
- Refer people to other agencies for ongoing counselling and / or psychological support as needed; and
- Deal with other related issues faced by people engaging with the Royal Commission e.g. accessing services, finding housing, stopping discrimination or making complaints.

General Duties include:

- To work in a malparara partnership with the Anangu Project Officer.
- Maintain a client database and a system of confidential record keeping of client information.
- Ensure confidentiality of client records and workplace information at all times.
- Use a community development approach through ongoing consultation with clients, carers, families and communities about culturally appropriate strategies to assist clients.
- Network with other projects in NPY Women's Council, and other relevant services to improve the provision of services to people with disabilities.
- Prepare and update written policies and procedures for the Project as required
- Prepare submissions, reports and data collections as required by the funding body within the specified time frame, as per the Service Agreement(s).
- Attend and provide reports to NPY Women's Council Executive, General Meetings and other meetings as required.
- Undertake job training as required.
- Be responsible for the appropriate use and safe maintenance of NPY Women's Council vehicles.
- Any other lawful and reasonable duties

Skills and Experience:

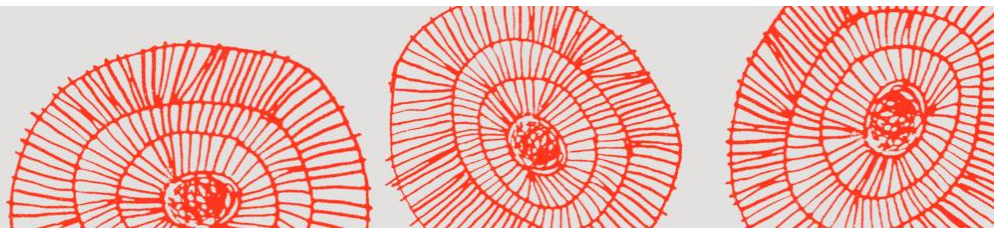
- Understanding of current issues related to people with a disability and their carers and a current knowledge of relevant legislation and standards, e.g. Disability Services Standards, Disability Discrimination Act, Equal Opportunity Act.
- Ability to work in a cross-cultural environment, including working in partnership with all staff and taking direction from Anangu Management.

Qualifications:

Tertiary qualifications and / or a minimum of three years' experience in a health, community services or related field.

Remuneration:

- \$75,754.28 - \$85,709.01 per year – (negotiable based on experience)
- 10% Superannuation



- Good written and verbal communication skills across diverse groups, from Anangu communities, staff and management to government and other non-Anangu agencies.
- Ability to work cooperatively in a team.
- Experience in working within a community development framework.
- Experience in the development and implementation of projects and policy.
- Ability to work with minimal supervision including being able to plan and use time effectively.

- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

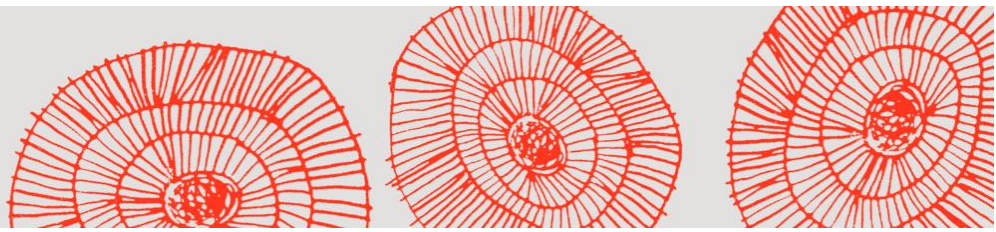
Employment Conditions:

- 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.



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



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