

Position: Senior Project Officer Elder Care Support

NPYWC Program: Tjungu Team

Employment Details: Full-time, fixed term to 30 June 2026

Location: Alice Springs, with regular travel to the NPY region

Base Salary: \$100,070.52 - \$108,080.72 per annum (negotiable based on experience), plus 11.5 % superannuation) and 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, their carers & families.

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

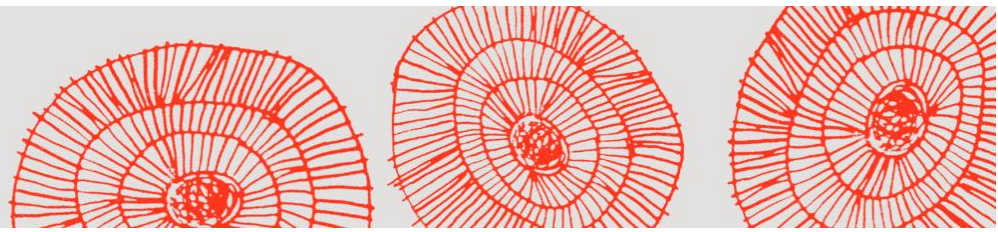
The Tjungu Team provides advocacy, accessible information, equipment, respite care and other support suitable to the needs of our clients who reside in 26 Aboriginal communities of the cross-border region of South Australia, Western Australia and the Northern Territory.

Your Role:

The role Senior Project Officer Elder Care Support will support Anangu Aged Care Connectors (ACC) in all aspects of their work including; to identify clients and to navigate access to appropriate local aged care support services.

This role will assist clients to understand their aged care service entitlements, including My Aged Care registration, contractual arrangements and costs, and will help ensure Elders and their family are well-prepared for plan reviews and outcomes. This role will liaise with aged care Assessors to ensure Elders are well-supported throughout the assessment process.

Underpinning the role are two key work practices: cultural safety and trauma informed practice.



The Senior Project Officer Elder Care Support will work closely with Anangu Aged Care Connectors to support clients and families.

Your Responsibilities:

- Supervise and support Anangu Aged Care Connectors to undertake duties including;
- Pre assessment support, which may include supporting clients to identify available services and access pathways.
- Supporting clients through the aged care assessment process, which may include briefing assessors, involvement in assessment interviews, collaboration with assessors to develop appropriate support plans, and reviews of support plans.
- Support clients and their family to identify and select appropriate aged care service providers.
- Support clients and their family to understand contractual arrangements and costs of care.
- Support clients in care planning with aged care service providers to ensure the client's care and safety needs will be met.
- Advocacy to ensure client care and cultural needs are being met, and to address any issues with service providers.
- Provide support for family members in relation to clients' care needs, which may include linking clients to other related services, transfer of care, support through related processes, and information relating to care options and costs.
- Building knowledge of local services and organisations clients can utilize.
- Engaging with My Aged Care and local assessment staff.
- Maintaining client records.
- The Senior Project Officer Elder Care Support complete reporting requirements as per funding agreement

Skills and Experience:

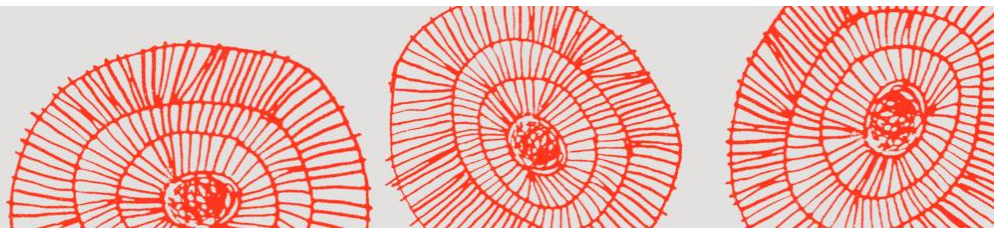
- Experience working with Aboriginal and Torres Strait Islander people
- Excellent communication and interpersonal skills, with the ability to build trust with community.
- Demonstrated understanding of the principles of person-centered care and trauma-informed practice.
- Understanding of how to assist and support clients to access services, reduce service complexity and confusion.
- Sound understanding of My Aged Care and operational guidelines.
- Good record management, data collection and reporting capability.

Qualifications:

Tertiary qualifications and or extensive relevant experience in administration & community development or related human services work.

Remuneration:

- \$100,070.52 - \$108,080.72 (negotiable depending on experience)
- Additional 11.5 % superannuation
- Generous leave entitlements
- Salary packaging benefits
- Annual retention bonus



- Experience in the community services field with strong community connections and networks across aged care providers, mainstream supports and community sector.
- Ability to work autonomously and be a self-starter, with a high degree of initiative and problem-solving skills across multiple sectors.
- Experienced in working in a team environment that is open and transparent, with a person-centered focus.

Employment Conditions:

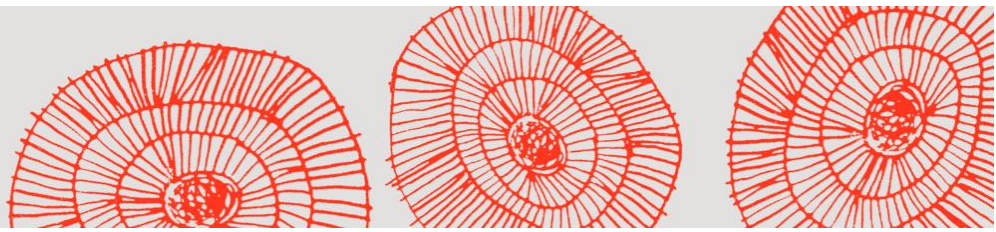
- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards 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 all staff to have a current Australian driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required 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.



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



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