

Position: Aged Care Project Officer

NPYWC Program: Tjungu Team

Employment Details: Full Time (38 hours per week), Fixed Term until 30th June, 2021

Location: Umuwa, SA, with regular travel to APY Communities

Base Salary: \$71,420 –\$80,806 per annum (negotiable based on experience) with additional benefits.

Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

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.

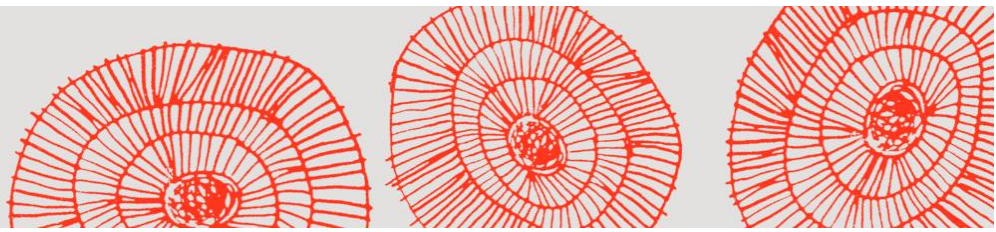
Your Role:

The program operates in SA but forms part of the NPY Women's Council (NPYWC) Tjungu (together) Team aged and disability work across the tri-state region. It aims to enable aged and frail Anangu to maintain quality of life while continuing to live in their traditional country through:

- Provision to clients and their carers of advocacy, information and referrals.
- Community development with clients, carers, communities and other relevant agencies.
- Linking in with other NPYWC services and other organisations to coordinate and improve services for aged and frail aged Anangu.

Your Responsibilities:

- Work in a Malparara partnership with an Anangu Project Officer including travel to communities from time to time.
- Co-ordinate and deliver a range of services to aged and frail aged Anangu, which includes:
 - Accessible information about the program and options for support and care.
 - Culturally appropriate care plans for clients, carers and communities.
 - Advocacy for the needs of the aged and frail aged on the AP Lands.
 - Referring the client and carer to other NPYWC services and other agencies as required.
 - Provide Emergency food funding within guidelines where needed.
- Conduct My Aged Care Home Support Assessments.
- 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.
- Liaise with other Projects in NPYWC, Health and CHSP services in communities and other relevant services to coordinate and improve the provision of services to support older people and their carers.
- Ensure the Program implements and complies with relevant National Standards.
- Prepare submissions, reports and data collections as required by the funding body within the specified time frame.
- Attend and provide reports to NPYWC Directors, General Meetings and other meetings as required.
- Undertake job training as required.
- Use and maintenance of NPYWC vehicles in keeping with vehicle policy.
- Other lawful and reasonable duties as directed.

Skills and Experience:

- Understanding of current issues relating to aged and frail aged Anangu.
- Ability to work in a cross-cultural environment, including working in partnership with other NPYWC staff and taking direction.
- Demonstrated good written and verbal communication skills with diverse groups, from Anangu communities, staff and management to government and other non- Anangu agencies.
- Ability to be flexible and work co-operatively in a team.
- Experience in working within a community development framework.
- Experience in the development and implementation of Programs and policy.
- Ability to work with minimal supervision including being able to plan and use time effectively.

Qualifications:

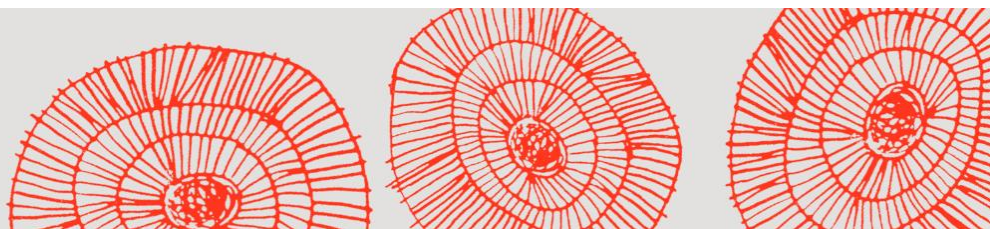
- Tertiary qualifications and / or a minimum of three years' experience in a health, community services or related field.

Remuneration:

- Base Salary: \$71,420 –\$80,806 per year
- 9.5% 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 all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 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.

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.

APPROVED COPY

Signed: *Kim McRae* Date: June, 2020

PROGRAM MANAGER

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