



## Position Description

<b>Position Title:</b>	<b>NDIS Project Team Leader</b>
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**Location:** 135 Kepler Street Warrnambool

**Award Classification:** Level 5-6, Social, Community, Home Care and Disability Services Award 2010

**Reports To:** Executive Director, Primary Healthcare until Dec 21<sup>st</sup> 2020  
Manager, Elders and Homecare Services Jan 2021 onwards

**Hours of Work:** 2 years, full-time, 38 hours per week, Mondays – Fridays, subject to funding

### **Historical background**

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

### **Organisational background**

Incorporated in 1982, Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Health Organisation (ACCHO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government and other health service providers, including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

## **Overview of the Position**

The NDIS Team Leader will coordinate and manage the Gunditjmara Aboriginal Cooperative's two-year, recently funded, Co-Design Disability project. This project is funded via the Australian Government Individual Capacity Building Program.

The Co-Design Disability Project provides culturally safe, person centered, capacity building activities to Aboriginal people living with a psychosocial, intellectual, development delay or acquired brain injury from ages 1- 55 over a two-year period aligned to the documented project activity plan. This position will operationalise and provide direct support to the NDIS project staff in implementing the project brief and expected outcomes.

The project capacity building activities include access to peer led group support, mentoring, leadership and professional development aimed to empower and support individuals, their families and carers to strengthen self-management, improve confidence to voice concerns, exercise their rights and provide options so they can make decisions based on well informed choices. These activities have been specifically designed to be a strategic step towards meeting the current gaps in consumer engagement presently.

Additionally, the NDIS Team Leader role will provide short term management of Gunditjmara Aboriginal Cooperative's Elders and Home Care Services, whilst our current Manager is on long service leave through till December 21st 2020. The Elders and Home Care Services portfolio includes Home Care services and Social Support programs, including acting as a subcontractor for NDIS and CACPs, and runs funded programs such as HACC, PYP and CHSP. Additionally, the role includes overseeing maintenance activities for Gunditjmara's housing stock and management of Gunditjmara's Housing program, including tenancies, maintenance and disputes.

The Manager, Elders and Home Care Services is a member of the Senior Leadership Team and reports to the Executive Director, Primary Healthcare. The Manager, Elders and Home Care Services position is supported by a Team Leader.

## **Key Responsibilities**

### **Co-Design Disability Project**

- Build capacity of community members with disability so that they can attend community events and groups on a regular basis
- Ensure adequate support for Gunditjmara Aboriginal and/or Torres Strait Islander people with a disability via peer led group support, mentoring and professional development aimed to empower and support individuals, their families and carers to strengthen self-management, improve confidence to voice concerns, exercise their rights and provide options so they can make decisions based on well informed choices
- Increase participation in the NDIS by the Gunditjmara Aboriginal and/or Torres Strait Islander community
- Build independence and improve self-management skills and confidence of community members
- Increase employment opportunities for Aboriginal and Torres Strait Islander people living with a disability and assist them to build their capacity to make decisions and choices about the implementation of all supports in their NDIS plan, including mainstream, informal, community and funded supports
- Connect people with an NDIS Support Plan to access a range of supports which align with their NDIS Plan, across one or more providers

## ***Elders and Home Care Services Management through to January 2021***

### **Management & Leadership**

- Provide operational leadership and oversight of individual programs within Elders and Home Care Services ensuring effective and culturally safe practices. Ensure all programs are appropriately planned, promoted and delivered in an integrated culturally safe environment, and aligned with best practice models
- Promote a transparent, performance-oriented culture which encourages employee engagement and personal accountability
- Develop program referral pathways to facilitate client service delivery integration of referral pathways more broadly across other teams
- Identify gaps in programs and develop strategies for improvement
- Monitor an Elders and Home Care Services business plan and GAC Disability Project Plan aligned with the organisations strategic plan, including a focus on service delivery and service growth and expansion
- Align individual staff workplans with the team business plan
- Provide monthly supervision and annual performance appraisals to staff in the GAC Disability Project
- Participate in ongoing supervision and annual performance appraisals with the Executive Director, Primary Healthcare
- Contribute to facilitating a consumer and community engagement strategy
- In conjunction with the Executive Director, Primary Healthcare Services, ensure the organisation's data security and computerised client records for Elders and Home Care Services are in line with legislative requirements and facilitate quality service provision

### **External Relationships**

- Develop and maintain effective relationships with funding bodies and ongoing sustainable partnerships with external stakeholders
- Advocate on behalf of the community with external stakeholders in developing culturally safe organisations that promote reconciliation
- In conjunction with the Executive Director, Primary Healthcare Services, provide leadership at a regional level to promote and develop partnerships with stakeholders and agencies to enhance services to the community

### **Financial Management**

- In conjunction with the Executive Team, monitor GAC Disability project and program funded targets to ensure financial compliance
- Report on any budget issues, during monthly reporting

### **Accreditation and Compliance**

- Work with the Elders and Home Care Team Leader to ensure compliance with Aged Care standard accreditation
- Lead the GAC NDIS Provider registration process with support from the GAC Quality Officer
- Support the organisation in the areas of NDIS, business growth, service development and provision with a focus on providing positive experiences for NDIS participants

### **Risk Management**

- In conjunction with the Executive Director, Primary Healthcare ensure all risk is identified within Elders and Home Care Services and that management principles are exercised. Incidents of high or material risk are reported to the Executive Director, Primary Healthcare and other appropriate staff members as applicable

- Work with program staff and other areas of Gunditjmara to develop and implement risk minimisation practices

### **Human Resources**

- Work with the Executive Director, Primary Healthcare and the Manager, People and Wellbeing to plan and oversee human resources and recruitment within the Elders and Home Care Services for the specified duration and for the term of the GAC Disability Project
- Lead employees within the GAC Disability Project Team including:
  - Delegate tasks and accountabilities
  - Establish work schedules
  - Monitor and review individual and team performance
  - Implement effective reporting processes
- With support from the Elders and Home Care Team Leader, lead employees within the Elders and Home Care team for the designated long service relief period including;
  - Delegate tasks and accountabilities
  - Establish work schedules
  - Monitor and review individual and team performance
  - Implement effective reporting processes

### **Other Duties**

- Participate in a six monthly post-employment, and then annual performance reviews with the Executive Director, Primary Healthcare, which includes developing a work plan for the next twelve month period
- Participate in and attend organisational meetings as indicated by the Executive Director, Primary Healthcare
- All staff are accountable for the effective and efficient achievement of the key responsibilities of their position
- Be familiar with and abide by the Gunditjmara Cooperative policies and procedures including Occupational Health and Safety, and the Code of Conduct
- Undertake continuous professional development to increase skills and knowledge and maintain currency of professional registrations as required for the role
- Contribute material for Gunditjmara newsletters and social media
- Provide monthly reports on the activities and outcomes of work undertaken, including internal reporting
- Participate in the Continuous Quality Improvement process, and Risk Management programs, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Other duties as directed by the Executive Director, Primary Healthcare

### **Knowledge, Skills and Aptitude Required**

- Understanding and commitment to Victorian Aboriginal culture and the concept and practice of Aboriginal Community Controlled Health Services
- Ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways
- Demonstrated strong and effective management and leadership skills and understanding of the NDIS program with a proven ability to mentor and support staff

and provide feedback and performance management

- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels, particularly clients with a disability. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect
- Demonstrated capacity to maintain a neutral position when dealing with community members and staff and not allowing community pressure to affect decision making, contrary to the strategic direction of the organisation
- Well-developed written communication skills including the ability to prepare reports and documents including general correspondence, meeting agendas and minutes
- Demonstrated capacity to manage sensitive information, maintain confidentiality and be impartial at all times
- Proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) at intermediate level as well as the ability to work on database systems
- Self-motivated and demonstrated ability to work independently with minimal supervision and to lead diverse teams and programs and achieve stated outcomes
- Demonstrated organisational and time management skills, including ability to prioritise, manage multiple tasks, work to deadlines, manage interruptions and adapt to changing priorities
- Demonstrated consultation, influencing and negotiation skills
- Possession of relevant qualifications and at least two years management experience or able to demonstrate significant relevant work experience and training

### **Child safety**

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Victorian Working With Children Check card
- be able to attain two satisfactory employment references that attest to your suitability to work with Aboriginal and non-Aboriginal children

### **Other position related information**

- A current Victorian Drivers Licence is required

### **Guidelines for Submitting Applications**

Application deadline is Sunday 11 October 2020. Specific queries about the position should be directed to Julieanne Crowe, 0438 606 072. Queries and applications to Elizabeth Pinson, People and Wellbeing Officer, 0467 777 396. Applications must include your **resume, 2 references, a covering letter and how you meet the knowledge, skills and aptitude required of the position** (see above).