

Position: National Disability Insurance Scheme Appeals & Disability Royal Commission Advocacy Project Officer

NPYWC Program: Tjungu Team

Employment Details: Full Time (38 hours per week), Fixed Term until 30th June, 2022

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

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:

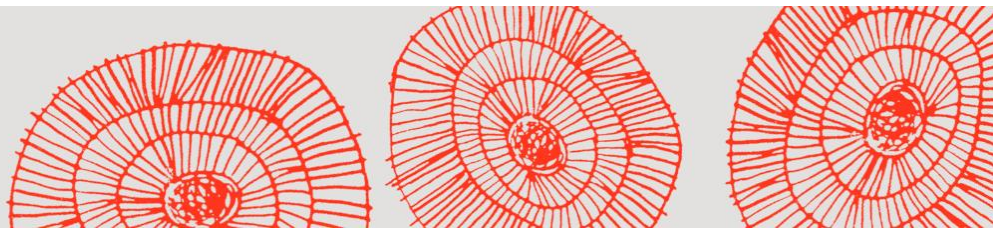
The Project Officer works in a malparara partnership with an Anangu Project Officer and together they are responsible for the coordination and development of the NDIS Appeals & Disability Royal Commission Advocacy Project. The Projects aim to provide support and representation to people with disabilities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

NDIS Appeals Program duties includes:

- Fostering self-advocacy;
- Providing individual advocacy support where appropriate;
- Assisting applicants to navigate the process of seeking AAT review of NDIA decisions;



- Holding information sessions for individuals;
- Providing education & skills development;
- Helping with community capacity building for example, NDIS Appeals education presentations or NDIS Appeals stalls at expos and events; and
- Assisting family capacity building, including information sessions for people with disability, their carers & families.

Disability Royal Commission Advocacy duties includes:

- 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 includes:

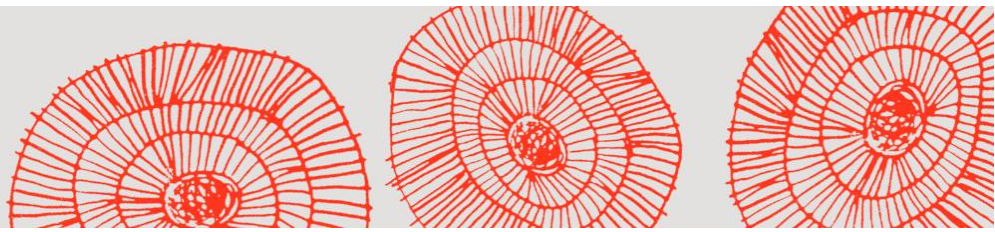
- Working in a malparara partnership with the Anangu Project Officer;
- Maintaining a client database and system of confidential record keeping of client information;
- Ensuring confidentiality of client records and workplace information at all times;
- Using a community development approach through ongoing consultation with clients, carers, families and communities about culturally appropriate strategies to assist clients;
- Networking with other projects in NPYWC, and other relevant services to improve the provision of services to people with disabilities;
- Preparing and updating written policies and procedures for the Project as required;
- Preparing submissions, reports and data collections as required by the funding body within the specified time frame, as per the Service Agreement(s);
- Attending and providing reports to NPYWC Executive, general meetings and other meetings as required;
- Undertaking job training as required;
- Being responsible for appropriate use and safe maintenance of NPYWC vehicles; and
- 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.

Qualifications:

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



- Ability to work in a cross-cultural environment, including working in partnership with all staff and taking direction from Anangu Management.
- 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.

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.

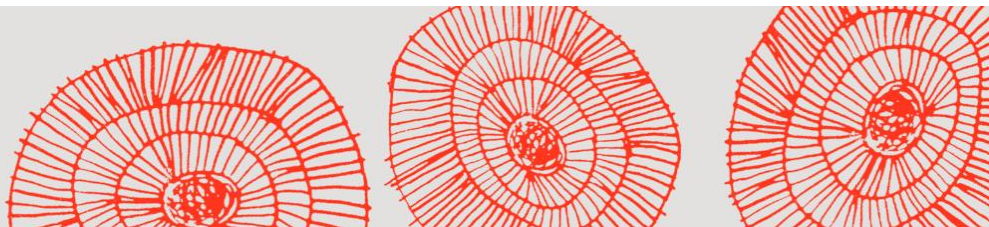
We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

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.



Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council



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Signed: *Kim MURAE* 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