

## TEAM LEADER – AGED, DISABILITY & NDIS

### POSITION DESCRIPTION

Position:	Team Leader – Aged, Disability and NDIS
Reports to:	CEO
Supervises:	Aged, Disability and NDIS Staff
Contracted time:	38 hours a week, 5 days a week, permanent
Travel required:	Regular travel to remote communities

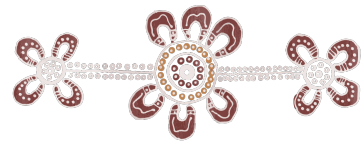
### Job Summary:

This position will lead a small team working across several discrete aged, disability and NDIS programs. You will work to meet the program KPI's and requirements for data entry and participant support. This will be achieved through successful team management.

The Team Leader - aged disability and NDIS will be based in Alice Springs with regular travel to the designated communities (out of Alice Springs 2-5 days in a week, 3 weeks in every 6).

### Duties and Responsibilities:

1. Provide support to elders/people with disability and their carers, consistent with the objectives and requirements of Waltja's programs. Support is to be based upon strengths-based approach, the principles of self-determination, and respect for Aboriginal people, communities and culture.
2. Assist Aboriginal elders/people with disability and their carers to access NDIS plans, other support services and resources as required, and to be able to actively engage in community and culture.
3. Engage Aboriginal people from each community wherever possible as mentors, advisers, and co-workers to assist with Waltja's service delivery, and support skills development of community members related to the program objectives.
4. Work collaboratively with other local service providers, agencies and institutions, to support Aboriginal elders/people with disability, and to plan events and activities consistent with Waltja's program objectives
5. Provide leadership to Waltja staff through mentoring, supervision and on the job training.
6. Complete and provide appropriate and up-to-date documentation related to community visits, travel plans, data reporting, and client/community support provided or requested.



7. Represent Waltja at Conferences, Seminars, Meetings, and Committees and in other community forums.
8. Identify training and professional needs/opportunities, and undertake training as directed by Management Team
9. A commitment to comply with all Waltja Policy and Procedures and Code of Conduct.

**Selection Criteria:**

*Essential:*

1. Experience working in the NDIS program and using PRODA and data management software.
2. Ability to relate sensitively and effectively with Indigenous people and demonstrated knowledge and understanding of the issues affecting Aboriginal elders/people with disability.
3. Previous experience in community development work, including community consultation, service delivery, performance, KPI reporting, and evaluation.
4. Previous experience working successfully in a dynamic team environment and managing a diverse workload accordingly; proven experience of successful time management in a complex work environment.
5. Demonstrated capacity for strategic decision-making and initiative to make appropriate decisions when required.
6. Previous experience in a team leadership role providing mentoring, supervision and on the job training.
7. Current NT Drivers License

*Desirable:*

1. Experience working in or with remote central Australian Aboriginal communities
2. Appropriate qualifications in Community Development Work or related fields
3. Experience driving 4WD vehicles



**Salary package:**

1. SCHADS Award Level 7 (depending upon qualifications): \$94,749 gross per annum plus 11.25% superannuation
2. Salary Sacrifice option adding a further \$15,000 to your gross salary
3. 4 weeks annual leave entitlements
4. Flexible work hours