



Disability Community Coordinator

EMPLOYMENT STATUSES			
Status	Part Time 0.6eff	Award	SCHADS
Hours per week	22.8 hours per week	Classification	As per contract
Length of Term	Fixed Term 12mths	Salary	As per contract
Reports to	Programs Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director of Primary Care	PD Review Date	12 months (15-01-2021)

ORGANISATIONAL CONTEXT	
 <p>VACCHO member organisations</p>	<p>The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p>
<p>BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>	

LOCAL WORK ENVIRONMENT
<p>Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.</p>

POSITION OBJECTIVE
<p>The Disability Community Coordinator will support Aboriginal Community with a disability to inform them of the process for NDIS (and their family/carers). Ensure access to culturally appropriate services to support and meet the needs and aspirations of the client. This is expected throughout the Loddon/Campaspe catchment and may be achieved through assisted information sessions. They will also assist Aboriginal clients and their carers to access and transition to NDIS by advocating on their behalf, providing information, and working with the sector to break down any systemic barriers to accessing appropriate supports.</p>

BDAC'S VISION AND CORE VALUES	
<i>"Empowered generations belonging to strong families, culture and community"</i>	
LEAD	<p>We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.</p>

<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES	
Primary Responsibilities	<ul style="list-style-type: none"> • Provide direct support to clients, parent/carers, that are transitioning or who have transferred into NDIS by developing strategies for Aboriginal participants • Undertake, attend and support community activities to meet with community members and increase understanding and awareness of the NDIS • Link people with disability to support services not provided through the NDIS • Assist people with disability to access the NDIS, including gathering evidence of disability and following up access decisions. • Support participants during pre-planning, planning and plan review processes. • Support participants and their families with NDIS feedback and Critical Incident processes. • To identify ATSI people with a disability currently not receiving disability supports and help with the transition to NDIS. • Work collaboratively with DHHS, NDIA and the Local Area Coordinators (LACs, NDIS) across Loddon/Campaspe to transition clients onto NDIS Plans • Complete quarterly NDIS report. • Other duties as requested from the Programs Manager. <p><u>Key Result Areas:</u></p> <ul style="list-style-type: none"> • Eligible Aboriginal clients are support to access NDIS • Increase the number of eligible clients accessing disability supports • Raised community awareness of disability supports available under the NDIS • Working with key stakeholders for systemic change to improve access of Aboriginal clients to eligible supports • Maintain accurate records and client profile on each client for stakeholders (including BDAC) to understand and better inform community profile
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager;

	<ul style="list-style-type: none"> • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities.
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COMMITMENT TO SAFETY

<ul style="list-style-type: none"> • All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles; • BDAC is committed to the health and wellbeing of its employees and stakeholders; • BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

<ul style="list-style-type: none"> • Knowledge and understanding of the Issues confronting the local Aboriginal community • Excellent communication and interpersonal skills • Ability to effectively and efficiently plan and organise workloads • Experience working with Aboriginal people with a disability and their carers • An ability to manage stressful situations • Ability to work independently and in a team • Demonstrated negotiation and advocacy skills • Understanding of Aboriginal culture • Demonstrated understanding of client care and coordination, follow-up referral and planning • Data collection, feedback and record keeping skills

Preferred / Desired / Mandatory Education, Training and/or Competencies

<ul style="list-style-type: none"> • Qualifications or Experience in working in the Disability Sector • Knowledge of navigating the NDIA/NDIS system
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CONDITIONS OF EMPLOYMENT

<ul style="list-style-type: none"> • Must pass a Criminal Police Record Check; • Must pass & provide copy of Working with Children's Check; • Must hold current full Victorian Drivers Licence and provide a copy; • If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.
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EMPLOYEE STATEMENT

<p>I have read, understood and accepted the above position description of the Senior Case Manager.</p>	
EMPLOYEE NAME:
SIGNATURE:
DATE:/...../.....