



CASE SUPPORT WORKER – AGED, DISABILITY & NDIS

DUTY STATEMENT

POSITION TITLE:

Case Support Worker – Aged, Disability and NDIS

POSITION OBJECTIVE:

This position supports the delivery of Waltja's NDIS and Disability support programs on remote central Australian communities. The Case Support Worker will work to meet program KPIs and requirements within Waltja's organisational values and protocols. The Case Support worker will be based in Alice Springs with regular travel to remote communities. This is a full-time position.

ACCOUNTABILITY:

The Case Support Worker will be accountable to the Program's Team Leader and CEO, and be a member of the Aged, Disability and NDIS team.

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 a 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 and understand NDIS plans, other support services and resources as required, and to be able to actively engage in community and culture
3. Connect participant with NDIS providers, community, mainstream, and other government services
4. Support participant in building their skills and confidence in implementing funded supports within the plan
5. Ensure regular contact with participant is maintained and recorded
6. Prioritise, manage, and administer a caseload/tasks in coordinated, efficient and timely manner
7. Act as a Coordinator between the community, the Agency, and service providers in the community
8. Assist in promoting broader community understanding and awareness of the National Disability Insurance Scheme
9. Assist participant in linking people for the Agency meetings and provider appointments

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10. Support the Agency to assist people interested in the scheme to obtain and complete the application and to attend appointments
11. Complete and provide appropriate and up-to-date documentation related to community visits, travel plans, data reporting, and client/community support provided or requested
12. Represent Waltja at conferences, seminars, meetings and community forums
13. Identify training and professional needs/opportunities, and undertake training as directed by Management Team
14. A commitment to comply with all Waltja Policy and Procedures and Code of Conduct

SELECTION CRITERIA:

Essential:

1. Qualifications in Social Work or Community Development
2. Previous experience in community development work, including case management, community consultation, service delivery, performance and data reporting, and evaluation
3. 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
4. A commitment to Aboriginal self-determination, demonstrated ability to relate sensitively and effectively with Indigenous people and demonstrated awareness of the issues affecting Aboriginal children/young people and their families in central Australia
5. Demonstrated capacity for strategic decision-making, and initiative to make appropriate decisions when required
6. Current NT Driver's License or commitment to transfer current Driver's License to NT immediately upon appointment
7. Current NT Working with Children and Vulnerable Persons (Ochre Card) authorization, or the capacity to acquire this within 6 weeks of provisional appointment
8. Willingness to undertake a Police Check (for criminal history) – required within 6 weeks of provisional appointment

Desirable:

1. Experience working in or with remote central Australian Aboriginal communities.
2. Experience working with Aboriginal families to assist them to make positive change and/or to address barriers to self-determination
3. NDIS, Aged Care experience or relevant qualifications

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4. Experience driving 4WD vehicles on unsealed roads and in remote areas.

SALARY PACKAGE:

Wage:	SCHADS Award Level 4-5 (depending upon qualifications): currently starting rate is \$44.58/hr
Superannuation:	12.0% standard and trainee rate, Waltja pays 14.0% as bonus for nonsmokers
Travel:	\$75/night for remote travel
Annual travel bonus:	\$950 per year
Wellbeing allowance:	Up to \$800 reimbursement of personal well-being services costs
Equipment:	All digital/computer/phone equipment as needed, Swag supplied
Annual Leave:	4 weeks pro rata
Personal Leave:	10 days pro rata
Ceremonial Leave:	Up to 8 weeks leave without pay
Compassionate:	3 days paid leave, 3 weeks leave without pay for immediate family
Time in Lieu:	Flexible working hours & time in lieu arrangements instead of overtime

** Salary Sacrifice is a benefit available to employees in the Community Services sector. It enables employees to reduce their taxable income, by having a proportion of their salary allocated to bills and basic living costs before tax is calculated.*

Under Legislation there is a capped limit on the amount you can salary package each fringe benefit tax year (1 April to 31 March). For employees who work for a Public Benevolent Institution the capped limit is \$15,899.90 (\$30,000 grossed up).