

Position: Project Officer - Aged Care Assessments

NPYWC Program: Tjungu Team

Employment Details: Full Time (38 hours per week), Fixed Term to 30 June 2027

Location: Wingellina Community, WA with regular remote travel required

Base Salary: \$95,620.42 - \$107,155.38 per annum (negotiable based on experience) plus superannuation and additional benefits

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross-cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

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.

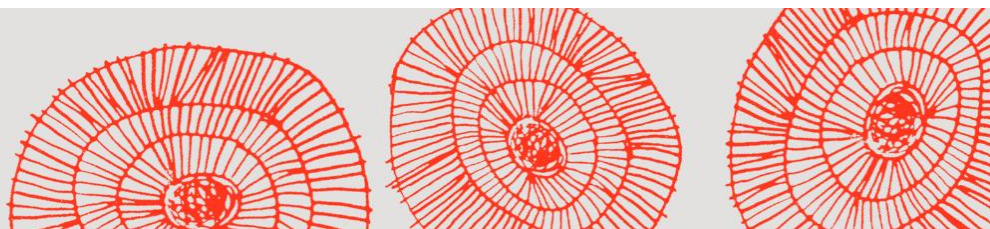
Your Role:

The Project Officer is a team member of the Tjungu Team. The Tjungu Team provides support suitable to the needs of Anangu with disability, frail aged and carers and family members who reside in the 26 Aboriginal communities of the cross-border region of South Australia, Western Australia and the Northern Territory.

The Project Officer supports the establishment of NPYWC ATSI Aged Care Assessment Service and undertakes and completes Aged Care Assessments as required.

Underpinning the role are two key work practices: cultural safety and trauma informed practice.

Your Responsibilities:



- Undertake Aged Care assessments within specified timeframes as directed
- Formulate suitable care plans with clients and carers, with appropriate and effective referral to community service agencies.
- Provide follow up of clients to ensure recommended care plans are effective and adequate.
- Maintain effective communication with other health professionals and service providers in the region. Promote NPYWC to service providers and other related organisations.
- Advocate and liaise on behalf of clients and their carers across the whole care continuum.
- Represents NPYWC at appropriate forums as required.
- Maintain adequate records and collate statistical data in accordance with requirements
- Plan and participate in aged care and quality assurance activities as appropriate to aged care prioritisation, assessment and care planning, e.g. audits, assessment tools and process.
- Participates in Aged Care Assessment Quality Training.
- Maintain competence and knowledge in assessment of the aged.
- Participates in Tjungu Team training, planning and coordination activities
- Maintain confidential record keeping of client information on Communicare.
- Ensure confidentiality of client records and workplace information at all times.
- Input data to meet Key Performance Indicators as required by the funding bodies within the specified time-frame, as per the Service Agreement(s).
- Other duties that are safe, legal and logical while being within the limits of the employee's skill, competence and training consistent with the classification structure.

Skills and Experience:

- Good written and verbal communication skills across diverse groups, including Anangu communities, staff and management, government bodies and other agencies.
- Understanding of current issues relating to frail aged and people with a disability and their carers.
- Ability to work cooperatively in a team, and within the policy and procedural framework of the organisation.
- Ability to manage work priorities and to work with minimal direction.
- Computer skills or the ability to develop.
- Current Australian Driver's Licence.
- Satisfactory criminal history check.

Qualifications:

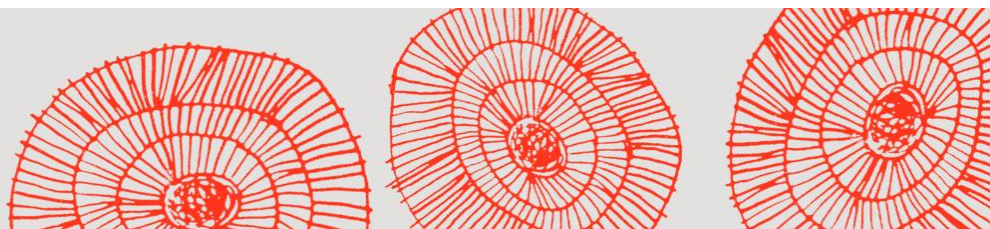
- Tertiary qualifications and/or demonstrated relevant experience in a health, community services or related field.

Remuneration:

- Base Salary: \$95,620.42 - \$107,155.38 per year
- 12 % 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.

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