



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: NDIS Aboriginal Disability Liaison Officer

Contact Name: Alicia Stewart

Telephone: (02) 65602355



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** NDIS Aboriginal Disability Liaison Officer
- Award:** ACCHS 2020
- Classification:** Administration - Grade 3 - Level 1 to 3
- Salary:** \$65,642.72 - \$67,539.68
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Application:** **Your application should consist of four parts:**
1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
 2. Completed application form
 3. Resume
 4. Supporting documents
- Completed application to:** hr@durri.org.au
or
- Post marked confidential to:
- Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440
- Closing Date:** Wednesday 28 September 2022 by 5:00pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes WWCC No:

Do you have a current Police check? Yes Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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Position Description

Position Title:	NDIS Aboriginal Disability Liaison Officer	
Reports To:	Programs Manager	
Business Unit:	Programs	
Direct Reports:	NIL	
Location:	Kempsey	
Primary Objective:	<p>The NDIS Aboriginal Disability Liaison Officer will:</p> <ul style="list-style-type: none"> • Work in collaboration with existing programs within Durri ACMS as well as external service providers and organisations. • Provide assertive outreach to Aboriginal and Torres Strait Islander communities in a culturally sensitive manner, breaking down barriers to accessing the NDIS and developing trust and rapport. • Link potential Participants to their PITC and/or the NDIA, including through online platforms and resources. • Operate within the program guide. • Build upon the professional knowledge of NDIS to ensure correct and precise information is provided to community members. 	
Key Accountabilities		Performance Measures
1. Program Management	<ul style="list-style-type: none"> • Link potential Participants to their PITC or NDIA to help complete Access Requests forms (ARF), Verbal Access Request (VAR) and psychosocial disability evidence forms. 	<ul style="list-style-type: none"> • Feedback from clients • Number of clients linked to services

	<ul style="list-style-type: none"> • Support potential participants in obtaining updates with respect to submitted forms from the relevant PITC and/or NDIA. • Link Aboriginal and Torres Strait Islander people who are not eligible for NDIS to community and mainstream supports. • Support Participant handover to PITC and /or NDIA by: • Assisting participants or potential Participants build a positive relationship with local PITC and/or the NDA. • Supporting local PITC and/or the NDIA to understand the needs and circumstances of Participants or potential Participants. • Working together with PITC and/or the NDIA to develop trust and rapport with the Participants or potential Participants; and • Support Aboriginal and Torres Strait Islander Participants and their representatives to link positively with PITC and/or the NDIA. • Build positive relationships with clients. 	
<p>2. Community Care</p>	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding clients of NDIS is accurate, easily accessible and understood by the community. • Developing partnerships with other health services and community groups to ensure the education and communication of clients of NDIS issues are appropriate. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. 	
<p>3. Team work and Collaboration</p>	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that NDIS is operating effectively and efficiently, while maintaining a harmonious 	<ul style="list-style-type: none"> • Feedback from colleagues and clients

	<p>team environment within Durri ACMS.</p> <ul style="list-style-type: none"> • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation. • Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues. • Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in ANFPP. 	
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation. • Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement. 	<ul style="list-style-type: none"> • Feedback from colleagues and clients
5. Work place Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible. • Compliance with WHS legislative requirements and site policies. • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

	<p>been completed with new contractors.</p> <ul style="list-style-type: none"> • Report all hazards, accidents or incidents which could result in injury to others or damage to property; • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures. 	
6. Reporting	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required. 	<ul style="list-style-type: none"> • Accuracy of reports • Report completed within timeframes to NACCHO
7. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the mental program is demonstrating consistent practices nationally and is in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program. • Compliance with and understanding of EEO Legislation. 	
8. Strategic Plan/program plan:	<ul style="list-style-type: none"> • Contribute to the development and implementation of Durri ACMS planning activities • Deliver the National Community Connector Program operating within the program guide 	<ul style="list-style-type: none"> • Achievement of Business Plan objectives as they relate to the National Community Connector Program

Selection Criteria

1. Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti-Discrimination Act. NSW 1977.
2. Excellent communication skills, the ability to connect with people, to understand their issues and sensitively deal with difficult issues.
3. Demonstrated ability to develop good working relationships with staff and other key stakeholders at all levels, act with discretion and always maintain confidentiality.
4. Demonstrated ability to work autonomously and within a multi-disciplinary team, to deal with client matters of a sensitive and confidential nature and to respond to competing organisational demands.
5. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels.
6. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
7. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system.
8. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
9. Current First Aid Certificate, or ability to obtain.
10. Current immunisations or willingness to participate in staff immunisation program.
11. Current valid driver's license, minimum of Class "C" or equivalent.