

## POSITION DESCRIPTION

Position:	NDIS and Aged Disability Worker
Reports to:	CEO
Supervises:	Waltja's Community based workers as appropriate
Contracted time:	28 hours per week, 4 days per week, fixed term
Travel Required:	Extensive travel to remote communities

### Job Summary:

Provide a range of health, wellbeing and social inclusion initiatives for vulnerable persons in remote communities, including frail aged, disabled, 'at-risk' and NDIS clients. Assist people to lead independent and fulfilling lives under a cultural and strengths-based model of delivery. You will be responsible for the delivery and reporting of discreet program areas.

### Duties and Responsibilities:

1. Provide casework, case management and advocacy to identified clients and assist them in building self-capacity and sufficiency.
2. Where appropriate, provide referrals, advocacy and support to access complimentary internal and external services available to clients and to access their NDIS packages and plans.
3. Establish social inclusion needs of clients and their families and identify opportunities to engage with their community with the support of Waltja.
4. Advocate for culturally inclusive policies, strategies, systems and procedures, for aged care and disability services and training for Aboriginal clients.
5. Prepare reports and maintain appropriate records including regular client information on the data portal and provide assistance with case management and service evaluation in accordance with Waltja's policies and procedures and program contractual guidelines.
6. Contribute to effective financial administration and accountability for your designated program area.
7. Represent and promote Waltja at conferences, seminars, network meetings and in other community forums and actively participate in Waltja's operational activities and events.
8. Work within Waltja's organisational values, code of conduct and policies and procedures, especially with regard to maintaining confidentiality and working in a culturally sensitive, community and client driven manner.

## **SCHEDULE B**

### **AWARD CONDITIONS**

Award conditions will be offered as part of this contract of employment. The employee acknowledges and agrees to the following conditions set out in this schedule.

Level:	SCHADS Award Level 5/1
Ceremonial Leave:	Up to 8 weeks leave without pay
Superannuation:	11.25% as a non-smoker status or 9.5%
Travel:	\$60/night for remote travel / Based on ATO as a guide for interstate
Work Kit:	\$330 per year
Annual leave:	4 weeks pro rata
Personal Leave:	10 days pro rata
Compassionate:	5 days paid leave pro rata, 3 weeks leave without pay for immediate family
Travel Reimbursement:	\$900 pro rata per completion of 12 months
Time in Lieu:	Flexible working hours and time in lieu arrangements instead of overtime.

### **Salary Sacrifice will increase your take home pay.**

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)

There are a range of salary packaging options that apply and these should be discussed with RACV Salary Solutions who are the salary packaging provider for Waltja Tjutangku Palyapayi.

## **SCHEDULE C**

### **KEY PERFORMANCE INDICATORS SUMMARY**

- Work together with all the Waltja staff and projects and be a positive and proactive team member and role model for other workers and trainees.
- Assist with securing services for clients and invoicing to external contractors.
- Assist with the development and continual improvement of Waltja's NDIS and aged, disability programs.
- Assist Aboriginal people – young people, their families, and communities to access information, services and resources to support their well-being and self-determination.
- Maintain all equipment including vehicles, camping gear, cameras and resources.
- Participate in any scheduled training for this position and provide on the job training and mentoring to other team members.
- You have complied with Waltja's policies and procedures and have participated in reviews and updates.
- Keep timely records and data of client assistance, field trips and community visit reports to meet the outcomes for funded programs.
- Demonstrate a detailed knowledge of policy, program guidelines, procedures and practices to assist Waltja to maintain best practice.