



## Position Description

<b>Title:</b>	NDIS Project Officer
<b>Unit:</b>	Quality of Life
<b>Reports To:</b>	Executive Manager, Quality of Life
<b>Direct Reports:</b>	N/A
<b>Time Fraction:</b>	12 Months
<b>Employment Status:</b>	Full-time
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

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### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

### Unit Overview

The Population Health and Sector Development unit provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes.

### Role Overview

The position will sit within the Quality of Life team in the larger Population Health and Sector Development unit. The position will work with the Senior NDIS Project Officer and the Unit Manager to support the implementation of the NDIS Aboriginal Access, NDIS Business Ready, and Yana Djerring Projects.

The NDIS Aboriginal Access Project facilitates direct support to community members with disability and chronic mental health condition to link into their communities while being assisted to access the NDIS. The aim of the NDIS Ready program is to assist Aboriginal and Torres Strait Islander community controlled health organisations become viable service providers of the NDIS. The NDIS Ready project is funded under the Jobs and Market Fund (JMF). Yana Djerring is a best practice model for Aboriginal Support Coordination that has been developed through a co-design project involving Aboriginal support coordinators in the North Metropolitan Area of Melbourne. It is an outcome of a project

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funded by the NDIA (Information, Linkages and Capacity-building) (ILC) and the Victorian Department of Health and Human Services, and auspiced by Balit Narrum.

## Key Responsibilities

- Working with and supporting the Senior Project Officer, Unit Manager, and external consultants (RSM, etc.) to implement the NDIS Business Ready Project for VACCHO members by providing community liaison.
- Continue to support the implementation of strategies enabling VACCHO's membership to:
  - determine and prepare for their role in relation to the National Disability Insurance Scheme (NDIS) transition to the NDIS, where appropriate.
  - operate sustainably in an individualised/marketised funding environment.
  - build their understanding of community needs and gaps in disability services
- Continue to support the implementation of the NDIS Ready program by:
  - Acting in a Secretariat role for the monthly NDIS Business Ready Working Group.
  - Offering additional workshops and training to member ACCOs as requested (with the support of the Senior Project Officer).
  - Conduct site visits to member ACCOs to establish relationships and assess needs (subject to COVID 19 restrictions).
  - Work with ACCOs on registration documents, business models, understanding pricing guides, identifying and communicating successful models and providing templates for service agreements and other assistance to enable registration to deliver NDIS services (with the support of the Senior Project Officer)
  - Offer support to ACCOs and AMSs to navigate compliance under the NDIS Quality and Safeguards Commission.
- Continue to support the implementation of the NDIS Aboriginal Access program by:
  - Acting in a Secretariat role for the fortnightly Access Team Network meetings.
  - Offering additional workshops and training to Access Team as requested (with the support of the Senior Project Officer).
  - Supporting Access Team to create engagement plans to encourage active outreach.
- Support in the implementation of the Yana Djerring Project by:
  - Supporting the Senior Project Officer to organise three Yarning circles for NDIS participants.
  - Acting in a Secretariat role for the Yana Djerring Peer Support Network.
- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of <<*Our Foundations, Strong Voice, Health and Healing*
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at Quality of Life team meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

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## Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.

- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.
- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO's directions, Public Health Orders, and Victorian Chief Health Officer directions).

## Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors]

## Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.

Doc #:	Doc_352	Doc Owner:	Executive Director, Corporate Services
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- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

**Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander (include if not an identified position)
- Knowledge of the disability service sector and current disability reform environment.
- Knowledge and experience in the development of community service systems, policies and procedures.
- An understanding of, interest in or willingness to learn financial analysis and/or modelling.

**Position Description Acceptance**

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED by the EMPLOYEE**

.....  
Signature:

.....  
Name:

.....  
Date:

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