

Job Description Form	NDIS Advocacy and Engagement Officer
Work Group:	Office of the Chief Executive Officer (CEO)
Work Unit:	Policy, Advocacy and Strategy
Reports To:	Policy and Strategy Manager
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Classification:	Administrative Grade 4
Approved by CEO:	12 January 2021 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The NDIS Advocacy and Engagement Officer directly reports to the Policy and Strategy Manager and is accountable to the Chief Executive Officer (CEO), and is responsible for supporting WA Aboriginal Community Controlled Health Services (ACCHS) as disability service providers under the National Disability Insurance Scheme (NDIS).

The position will support WA ACCHS to engage with the National Disability Insurance Agency (NDIA), the NDIS Quality and Safeguards Commission, and their communities to improve access for Aboriginal people with disability to participate in the NDIS. The NDIS Advocacy and Engagement Officer will also facilitate increased awareness within Aboriginal communities of the NDIS, and eligibility to necessary and reasonable supports under the scheme.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Engages with WA Aboriginal Community Controlled Health Services (ACCHS).
- Maintains contact and works closely with the NDIA, the NDIS Quality and Safeguards Commission, and the National Aboriginal Community Controlled Health Organisation (NACCHO).
- Liaises with a variety of other government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia (AHCWA).

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
NDIS ADVOCACY AND ENGAGEMENT	<ul style="list-style-type: none"> – Engage with WA ACCHS to: <ul style="list-style-type: none"> • Support eligible Aboriginal people with disability in their communities to understand the NDIS and become participants of the scheme. • Support their delivery of culturally secure NDIS services, including the provision of informed advice about their role as NDIS Providers. • Provide practical support to ACCHS to navigate compliance under the NDIS Quality and Safeguards Commission. • Provide a key point of contact for WA ACCHS on NDIS matters.

	<ul style="list-style-type: none"> – Engage with key stakeholders, including the NDIA and NACCHO, to support the delivery of the program throughout the state. – Advocate to the NDIA for systemic change as required, in response to issues relating to NDIS processes, service delivery and availability, participant access, and participant packages. – Provide linkages between ACCHS and the NDIA for access and planning support. – Facilitate a NDIS Support Group for WA ACCHS to share experiences and lessons learned. – Support capacity building of the WA ACCHS disability services workforce, including advocacy for sector development funding from a wide range of sources. – Work with NACCHO to develop, distribute and promote a NDIS Aboriginal and Torres Strait Islander Communications initiative. – Work with NACCHO to develop, translate, distribute and promote regional and local NDIS materials and resources. – Organise and facilitate NDIS roundtables and workshops with a variety of stakeholders in various locations. – Prepare progress reports for funding bodies.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LogiQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days. – Participate and comply with all Work Health & Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA). – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives.

POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
NDIS ADVOCACY AND ENGAGEMENT	<ul style="list-style-type: none"> – Number of ACCHS engaged with to provide NDIS support – Number of episodes of engagement (inclusive of visits, meetings and telephone calls) with WA ACCHS in relation to the NDIS – Evidence of increased community awareness of the NDIS – Evidence of advocacy to the NDIA on key issues – Evidence of disability workforce capacity building activities – Delivery of the NDIS Aboriginal and Torres Strait Islander Communications initiative (in conjunction with NACCHO) – Delivery of culturally appropriate NDIS resources to Aboriginal communities across the regions (in conjunction with NACCHO)

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Sound knowledge and understanding of the National Disability Insurance Scheme (NDIS).
- Demonstrated experience in the management and delivery of special projects, including the achievement of outcomes and preparation of reports, in a timely manner.
- Highly developed interpersonal skills, including the ability to proactively engage with stakeholders and sustain effective relationships.
- Strong written communication skills with the ability to draft correspondence, policy advice, procedural documents, and informational resources for a variety of audiences.
- Demonstrated ability to deliver outcomes while working autonomously and as a member of a team.

- Proven time management skills with the ability to effectively plan, organise and coordinate own workload.
- Ability to work in a respectful and professional manner, demonstrating discretion and confidentiality.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Knowledge and understanding of the Aboriginal Community Controlled Health sector.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	