



## NDIS Community Connector Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	NDIS Community Connector
Classification:	CW1, Years 1-6
Salary:	\$53,049 - \$57,578 per annum + Super depending on experience and skills
Work Type:	Part Time; 22.5 hours per week
Department:	NDIS
Location:	Milingimbi
Reports to:	NDIS Operations Manager
Direct Reports:	Nil
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

### OUR VALUES

**We Believe. We Invest.**

1. We believe...and we invest
2. We respect...and we trust
3. We contribute...and we learn
4. We stand strong...and we last  
(And we do it **together, always**).

### Primary Objective

To work with people in the East Arnhem Region with Disabilities to connect them to resources, support and information in their communities, to help build their knowledge, skills and confidence and guide them through the access and planning processes for the National Disability Insurance Scheme (NDIS).

### Staffing and budget responsibilities

N/A

### Reporting Relationships

This position reports directly Operations Manager, NDIS Programs.

### Key Responsibilities

- Engage with clients in order to explain the NDIS planning and assessment process and the role of the Community Connector and National Disability Insurance Agency (NDIA).
- Provide access to participants through Miwatj NDIS program promotion and conduct needs assessments to determine participant eligibility based on their own choices of support needs, goals and aspirations.
- Assist participants in completing NDIS plans and in meeting personal development goals such as further education, employment.
- Identify and establish positive and productive relationships with both clients and community agencies/organisations.
- Provide a link and improve referral pathways and coordination of clinical and community “wrap around” supports between community members particular needs to the available resources e.g. mobility, employment or accommodation, government services and programs.

- Participate in community meetings and promote NDIS / Miwatj programs and services through presentations and information dissemination.
- Do outreach service delivery, community education and assist other agencies in their work with Yolngu clients.
- Help Yolngu community to find strong solutions to problems using a both-ways approach.
- Discuss work and data collection with the Programs Coordinator daily.
- Be involved in team discussions and creating appropriate resources in language to present to communities.
- Participate in training and learning activities.
- Promote a community-based recovery model to underpin all clinical and community support services delivered to Participants.
- Maintain written documentation on activities, meetings, and correspondence.
- Undertake continual Professional Development through taking personal responsibility for your self-development and life-long learning. This will be supported by Line Managers.
- Be aware of current Health and Safety policies and to take responsibility for your own safety, and that of others who may be affected by any act or omission on your part.
- Undertake such additional duties, as directed by their Line Manager or other staff if appropriate, as would reasonably be expected. These duties may be undertaken at the post holder's principal place of work, or at any other relevant office.

#### **Qualifications/Professional registration/other requirements**

- NT Driver's Licence.
- Current Ochre Card.
- Possess and demonstrate sound Disability (or allied health/welfare/education field) experience, knowledge and/or training relevant to the position.

#### **Selection Criteria**

##### **Essential minimum requirements**

- Willingness to participate in formal training relevant to the Disability sector and NDIS Community Connector training.
- Ability to communicate confidently in a group environment, including mediating family meetings.
- Ability to speak an Aboriginal language from this region and/or knowledge of traditional kinship systems operating within the region.
- Demonstrated compassion and understanding of the challenges and issues faced by Indigenous communities.
- Willingness to participate in Numeracy and Literacy training if necessary.
- Personal qualities which contribute to the success of the project, including reliability, motivation and commitment.
- Community networking experience.
- Ability to build strong and effective relationships with people.
- Strong assessment and interviewing skills.
- Good presentation skills.
- Ability to work independently and as part of a team.
- Ability to work flexible hours, including evenings and weekends where required.

##### **Desirable**

- Current First Aid Certificate or willingness to obtain one.
- Strong computer literacy and administration skills

### Delegation Authority / Other Functions

#### ONLY IF APPLICABLE

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

### Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:	(Employee)	(Manager)
Signed:		
Date:		
Created: Sept 21	Reviewed:	Version: <b>V1.1.0</b>
<b>DOCUMENT CONTROLLED – Human Resources Department, FY21-22</b>		