



POSITION DESCRIPTION

Position Title		NDIA Remote Community Connector	
Location	Regional – Jabiru Based	Department	Community and Council Services
Position Level	Level 5	Work Group	Community Services Support
Position Type	Fixed Term Full time	Approval Date	28/11/2024
Coverage	Local Government Industry Award	Approved By	CEO

Position Objective

To help individuals in West Arnhem communities better understand the NDIS, access its support services, and effectively plan and utilise their NDIS-funded supports.

Key Duties and Responsibilities

1. Develop a comprehensive knowledge of the range of support options, service providers and community networks that are available for people living with disability, in order to support participants to make informed choices regarding their NDIS funded supports.
2. Support people with disability and their families and carers:
 - to understand the NDIS and be able to describe it in the local context
 - to connect with the NDIA and gather the necessary evidence to test access
 - to best describe their (participants) support needs:
 - when supporting application
 - during planning meetings when appropriate
 - updating participant’s plans
 - and to liaise with Coordinator of Support (CoS) and other providers once the plan is in place
3. Ensure that all service provision options are presented to participants in a clear, accurate and un-biased manner in order to support them to exercise choice and control and minimise any potential for conflicts of interest.
4. Connect people with disability who are not eligible for the NDIS with mainstream organisations and services.
5. Support NDIS service providers by sharing knowledge of community and culture, on how and when best to deliver supports and services to participants in community.
6. Provide community feedback and other information to assist the NDIA to better understand the community environment, the broader cultural context and associated challenges for delivering disability supports in the environment.
7. Support participants to develop skills and capacity in understanding their NDIS plan and supports.
8. Maintain up to date knowledge of NDIS systems and practices.
9. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures.



The employee is required to undertake any other reasonable duties or tasks as directed by the Manager Community Service Support which are within the employee’s skills, competence and training.

Essential Criteria

1. Qualifications in Mental Health / Disability Services /Community Services / Allied Health/Individual Support or similar. Applicants with previous demonstrated experience in this field with a willingness to study to obtain qualifications will be considered.
2. Demonstrated commitment to work respectfully and inclusively with First Nations people
3. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good cultural fit for Council.
4. Demonstrated knowledge of NDIS legislation and rules.
5. Demonstrated behaviour management skills and capacity to support other local RCCs.
6. Provide excellent customer service and build strong relationships with relevant key service providers, healthcare professionals and stakeholders.
7. Demonstrated time management skills, strong administrative skills, efficient work practices, excellent computer literacy and confidence and capability in using systems and technology.
8. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum
 - b. Working with Children Check (Ochre Card)
 - c. NDIS Worker Screening Check

Desirable Criteria

1. Experience living and working in Remote Aboriginal communities.
2. Previous experience in a NDIS role.
3. Willingness to travel in a small charter plane as required.

Organisational Relationships & Further Information

Reports to	Manager Community Services Support	Supervises	None
Internal liaising	Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.