



Position Title	Remote Community Connector	Position Number	SS-043
Work Group:	Social Support Services		
Work Unit:	National Disability Insurance Scheme (NDIS)		
Reports To:	NDIS Coordinator		
Supervisory:	No		
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment		
Position Term	12 Month Fixed Term Contract - 37.5 hours per week		
DATE:	16.11.2022	No of Pages	5
REVIEW DATE:	16.11.2023	STATUS:	Draft/Active/Under Review
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /

VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.



PURPOSE OF THE POSITION

This position aims to engage, inform and assist people living in Aboriginal remote communities through the National Disability Insurance Scheme (NDIS) pathway process and provide information about services available through the NDIS.

This position acts as a cultural broker between the community and the Agency by providing relevant information and referring people with disabilities and their families to the NDIS Coordinator.

Aboriginality is essential under Section 50D of the Equal Opportunity Act of 1984.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups as required. This position has contact with most Aboriginal Community Controlled Health Services;
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- Develop and maintain good client relationships as required.

Internal:

- Maintains close working relationships with NDIS Coordinator, Clinical and Social Support teams and Executive Management;
- Maintains close working relationships with all BGHS employees.



RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Establish strong relationships with people with a disability and families and service providers in the Goldfields region; ❖ Build strong relationships with local organisations, including the NDIA and mainstream disability services; ❖ Support people interested in the scheme and the NDIA to obtain and complete Access Request (ARF) forms and to attend appointments; ❖ Assist in promoting broader community understanding and awareness of the National Disability Insurance Scheme; ❖ Assist community members to test their eligibility for the NDIS and support the participant pathway process; ❖ Assist in linking people for NDIA meetings and provider appointments; ❖ Support local health clinic, community school and other community-based service organisations to provide relevant connections to NDIS scheme and services; ❖ Be available on-site to support NDIA staff during scheduled visits; ❖ Advise NDIA of community and cultural events that may impact community visits; ❖ Assist NDIA staff to locate potential participants; ❖ Attend and engage in NDIA training and support; ❖ Manage potential conflicts of interest and if required seek assistance to do so; ❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time.
Reporting	<ul style="list-style-type: none"> ❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements; ❖ Assist and or/provide regular reports as directed; ❖ Ensure regular data is input into databased or other computer software/programs as required;
Organisation and Administration	<ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time; ❖ As a member of a small team, demonstrate flexibility in supporting delivery of Social Support Services as/when required. ❖ Contribute ideas to the Social Support Services for inclusion on Bega's program of continuous improvement; ❖ Contribute to the ongoing development of internal policy and procedures; ❖ Attend and participate in staff meetings and complete staff surveys on request;
Communication	<ul style="list-style-type: none"> ❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's; ❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation; ❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders; ❖ Work collaboratively and cooperatively with team members to ensure quality outcomes; ❖ Work collaboratively across organisation boundaries as required;



Education	<ul style="list-style-type: none">❖ Attends relevant training courses and professional development including mandatory training as required by Bega;
Physical Environment and Safety	<ul style="list-style-type: none">❖ Report and document incidents and accidents in accordance with Bega policies and procedures;❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level;❖ Maintain a safe environment for all employees within Bega;❖ Adhere to correct fire safety procedures and attend fire drills as required;❖ Ensure compliance with with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.



COMPETENCY PROFILE FOR THIS POSITION

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

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Aboriginality is essential under Section 50D of the Equal Opportunity Act of 1984;
- Have the ability to cultivate professional working relationships with participants and their families;
- Experience working with persons with a disability and their families;
- Have demonstrated skills to communicate culturally and appropriately with community members;
- High level oral and written communication skills, including the ability to relate well to staff and to liaise effectively with key stakeholders;
- Demonstrated commitment to confidentiality and a high level of accuracy;
- Well-developed problem-solving skills and the ability to effectively determine priorities to ensure deadlines are met;
- Work effectively as a member of a team in an environment of competing priorities;
- Ability to travel on outreach throughout the Goldfields region as required;
- Be able to satisfactorily gain NDIS Screening
- Current Working with Children Check (vulnerable people) and National Police Clearance (within 3 months);
- Current WA "C" Class drivers' licence;

DESIRABLE:

- Understanding of the National Disability Insurance Scheme (NDIS);
- Clinical or allied health background (e.g. Aboriginal Health Practitioner, Enrolled or Registered Nurse, Social Worker, Counsellor etc);

Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)
- Current WA "C" Class drivers' licence.

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____