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## Position Description

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<b>Title:</b>	NDIS Transition Support Officer
<b>Unit:</b>	Policy and Advocacy Unit,
<b>Reports To:</b>	Manager, Policy and Advocacy Unit
<b>Salary:</b>	\$70 - 80,000 per annum, plus superannuation and generous salary packaging option is available
<b>Time Fraction:</b>	Full Time
<b>Employment Status:</b>	12 months maximum term contract
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

The role of the VACCHO Policy and Advocacy Team is to advocate for policy, program and systems change to achieve health equity for all Aboriginal people in Victoria. It does this, by:

- providing the Board, CEO and VACCHO members with research and policy advice which empowers them in their leadership and advocacy roles
- facilitating consensus around policy issues using community control principles, and then supporting advocacy with the community, various levels of governments and other stakeholders
- identifying, developing and enhancing networks and partnerships to facilitate reform in policy, funding, programs, and systems
- working to increase the community's understanding and awareness of Aboriginal health issues, and the importance of the role of Aboriginal Community Controlled Health Organisations
- scrutinising public policy and the actions of governments and the public service

### Role Overview

The position of NDIS Transition Support Officer is to extend VACCHO's work with its member Aboriginal community-controlled organisations (ACCOs) across Victoria, to foster their knowledge of, and engagement with the National Disability Insurance Scheme (NDIS).

## Key Responsibilities

1. Support the implementation of strategies which will enable VACCHO's membership to:
  - determine and prepare for their role in relation to the National Disability Insurance Scheme (NDIS);
  - prepare for NDIS transition, where appropriate
  - operate sustainably in an individualised/marketised funding environment
  - build their understanding of community needs and gaps in disability services.
2. Facilitate and undertake activities to support NDIS transition by VACCHO Members who are implementing NDIS as a registered provider, including:
  - Assist and support the decision and planning, including assistance with costings and development of a business case
  - Assist and support the development of tools, templates and other content (including online forums where appropriate)
  - Assist and support the delivery of workshops
  - Support the identification of training needs and coordinate further training where appropriate
3. Undertaking research, analysis and policy development in relation to NDIS and related reforms, for Aboriginal community controlled primary health services in Victoria, including the development of submissions where required.
4. Support project management of NDIS Transition Support Program including the provision of progress reporting to the VACCHO members and to the funding bodies as required.
5. Support the building and maintenance of positive relationships with key stakeholders. This will include forging and strengthening appropriate and ongoing linkages, particularly with VACCHO members and NDIS stakeholders (e.g. NDIA, LACs, ECI Partners, NDS).
6. Participate in and support interactive and consultative processes with appropriate government and non-government agencies.
7. Undertake other duties which are appropriate to the level of the position, as directed by the Unit Manager to meet unit objectives.

## 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*)
- 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 is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*

## Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is preferred. The position will require regular travel throughout the state of Victoria.

## **Key Selection Criteria**

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate way.
- An understanding of, or willingness to learn, processes relating to NDIS, including the NDIS funding model, service delivery processes, governance, compliance, accreditation, and risk management.
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting Aboriginal peoples with disability and potential barriers to access.
- Well-developed written communication and research skills including the ability to write a range of documents such as reports, action plans, tools and templates, policy and correspondence in a clear and effective manner.
- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels and an ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect

## **Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander
- 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