

NDIS Disability Liaison Officer

- For this position, preference may be given to persons of **Aboriginal and / or Torres Strait Islander descent** (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”).
- A supportive workplace that will help you to develop your skills further
- Flexible working hours available
- Not for profit Salary Packaging available

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50-year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits’ staff in accordance with the Child Safe Standards Victoria.

About the Opportunity

The NDIS Disability Liaison Officer will be responsible for engaging and assisting Aboriginal and Torres Strait Islander people who meet the disability, age and residency requirements of the NDIS, to collect and collate the evidence they need to make a NDIS access request. The officer will also link clients who are not eligible for NDIS to relevant internal and external services. The officer will provide outreach and support in a culturally sensitive manner to break down barriers to accessing NDIS and will work closely with NDIS Local Area Coordinators to build the community’s trust and confidence in NDIS.

Key responsibilities

- Linking potential Participants to their NDIA partners in the community (PITC) or NDIA to help complete Access Request Forms (ARF), Verbal Access Requests (VAR) and psychosocial disability evidence forms.
- Supporting potential Participants in obtaining updates on the status of submitted forms from the relevant PITC and/or NDIA.
- Linking Aboriginal and Torres Strait Islander people who are not eligible for NDIS to community mainstream supports and/or referring them to their PITC to support linkages to the community and mainstream supports
- Supporting Participant handover to PITC and/or NDIA by:
 - assisting Participants or potential Participants build a positive relationship with local PITC and/or the NDIA.

- supporting local PITC and/or the NDIA to understand the needs and circumstances of Participants or potential Participants.
 - working together with PITC and/or the NDIA to develop trust and rapport with the Participants or potential Participants; and
 - Supporting Aboriginal and Torres Strait Islander Participants and their representatives to link positively with PITC and/or the NDIA.
- Supporting Aboriginal and Torres Strait Islander Participants and their representatives to understand the processes required to set goals, to understand their Plans, ensure the Plan is appropriate and link positively with PITC and/or NDIA and/or a capable Support Coordinator.
 - Supporting Aboriginal and Torres Strait Islander Participants and their representatives during planning and review meetings (if required) by providing non-biased support.
 - Supporting Aboriginal and Torres Strait Islander Participants and their representatives to connect with NDIS Complaints and/or NDIS Participant Critical Incident processes (if required),
 - Assisting Aboriginal and Torres Strait Islander Participants and their representatives with submitting a request for a Plan review (if they don't have a Support Coordinator).

Prerequisites

- Victorian Working with Children's Check
- National Police Check
- Driver's License.

How to Apply

Please send your completed application, which must include a cover letter and curriculum vitae, via employment@vahs.org.au before Sunday 9PM, 16 March 2025.