



POSITION DESCRIPTION

Position	Project Officer – Sector Readiness NDIS Q&S Commission – Psychosocial Project
Contract	Fixed Term Contract to Dec 2023
Hours	Part Time (0.8 FTE))
Location	Workzone, Level 1, 1 Nash Street, Perth, 6000
Reports to	Project Lead – Sector Readiness NDIS Q&S Commission – Psychosocial Project
Approved	Chief Executive Officer
Date/Signed	2022-12-

Job Purpose

The Project Officer is an integral part of the team that has responsibility for the implementation of the Sector Readiness NDIS Q&S Commission – Psychosocial project (the Project).

The Project aims to build the capacity of registered NDIS psychosocial service providers (providers) to operate in compliance with Commission requirements.

The role involves helping to develop and implement innovative and tailored support to providers delivering psychosocial supports to meet all Commission requirements and practice standards.

Key Responsibilities

The Project Officer will work in accordance with the Project Plan to ensure key milestones and key performance indicators are met. Specifically, the Project Officer will fulfil the following responsibilities under the direction of the Project Lead and through working in a co-operative team environment:

1. Stakeholder engagement

- Develop and maintain strong relationships with NDIS psychosocial service providers and maintain effective communication mechanisms between the Project and service providers.
- Provide one-on-one tailored support to NDIS psychosocial service providers to operate in compliance with the NDIS Commission requirements.
- In conjunction with the Project team, develop and implement targeted development sessions for service providers.
- Develop and maintain a strong understanding of how NDIS psychosocial services are delivered across Australia in compliance with the NDIS Q&S Commission requirements, so that practice in Western Australia can be informed by available best practice models and approaches.
- Be responsible for identifying, recording, and reporting on themes that emerge from information sessions and from other engagements with key stakeholders.
- Attend a range of external workshops to grow the Project Team's knowledge base to better support service providers to meet compliance requirements



- In conjunction with the Project team, scope, identify and, where relevant, adapt tools to assess for, and support development of, organisational readiness for compliance with the NDIS Q&S Commission requirements
- Keep the Project webpage up to date with tools and templates for service providers.
- Support a needs analyses process and work under the direction of the Project Lead and in collaboration with individual services, to assess services' readiness for compliance with NDIS Q&S Commission requirements.
- Draw on own practice experience to provide targeted support to organisations as they work towards being compliant with NDIS Q&S Commission requirements.
- Create any supporting resources necessary to ensure the utility of the project.
- Promote and facilitate lived experience engagement and where possible, co-design, throughout the Project.
- Use a range of approaches to engage stakeholders, including face to face meetings and online platforms (e.g. Zoom and MS Teams).
- Liaise with other WAAMH team members on systemic issues that affect psychosocial providers and the effectiveness and responsiveness of the NDIS for people with psychosocial disability, and, where sustainable for the project, contribute to WAAMH's advocacy and representation.
- Provide project updates at WAAMH's NDIS Reference Group & to the Project Lead on request.

2. Administrative and Reporting

- Maintain a database of key contacts made and agencies engaged with during the project.
- Maintain accurate records of contact made with service providers and Project statistics and provide detail for Project reporting.
- Participate in team meetings, WAAMH meetings and line supervision as required.

3. General

- Maintain a professional work ethic and behaviour at all times, inclusive of confidentiality, that is responsible and presents WAAMH to a high standard to members and the sector.
- Participate in organisation wide activities including team meetings and events.
- Actively engage in professional and cultural development opportunities.
- Maintain and promote effective working relationships and a high standard of service on behalf of WAAMH.
- Manage own personal administration requirements.
- Undertake other tasks as considered necessary and in consultation with the Project Lead and Sector Development Manager.

- **WAAMH Values**

- **Respect** - Understanding mental health challenges are a normal part of the human condition; having compassion, valuing the dignity, unique qualities, knowledge and experience of each person.
- **Self-determination** - Upholding the dignity of choice, self-direction, hope for the future and control over our life and destiny.
- **Inclusion** - Fostering engagement, collaboration, and partnership; encouraging diversity and listening.
- **Integrity** - Acting with authenticity and curiosity; being prepared to question and critique, critically consider evidence; pursue excellence.
- **Courage** - Being persistent, tenacious, and steadfast in pursuing WAAMH's vision and values while acting with humility.



WAAMH

Western Australian Association
for Mental Health

• Selection Criteria

Essential

- An understanding of the mental health sector and mental health reform particularly regarding NDIS.
- Demonstrated knowledge & experience in NDIS psychosocial service delivery.
- Qualifications, or equivalent work experience, in mental health, social sciences, allied health, humanities, community development or related field.
- High level interpersonal skills; excellent written and verbal communication.
- Positive, solutions-focused attitude.
- Digital literacy and experience recording and documenting processes and activities.
- Working knowledge of online platforms and how to use them effectively.
 - Proven analytical skills including demonstrated capability in planning, coordinating and implementing practice and/or quality development initiatives.
- Excellent time management, organisational and coordination skills with the ability to manage competing priorities, work under pressure and meet strict deadlines.
- Capacity to work both independently and as part of a team to meet shared objectives.
- A commitment to equal opportunity employment practices and an understanding of diversity issues.
- Commitment to promote and adhere to WAAMH's mission and values.
- Possession of a current National Police Certificate.

Desirable

- Demonstrated experience in implementing restrictive practices and behaviour support plans in NDIS psychosocial service delivery.
- Familiarity with NDIS audit processes.
- Demonstrated experience in working in genuine partnership with people with lived experience.

Acceptance of Position Description

Signature of Staff Member

Date

Name of Staff Member