



LARRAKIA  
NATION

# SUPPORT WORKERS

**TITLE:** SUPPORT WORKER

**LEVEL:** 2.1

**SALARY:** \$30.99 PER HOUR

**TYPE:** CASUAL

**HOURS:** WEEK DAY & WEEKENDS

**REPORTS TO:**  
PROGRAM MANAGER

**REGULAR CONSULTATION WITH:**  
CASE MANAGER  
SUPPORT WORKERS

**SUPERVISION:**  
NONE

**LOCATION:**  
76 DICK WARD DRIVE,  
COCONUT GROVE

**MORE INFO:**  
HUMAN RESOURCES  
E: [hr@larrakia.com](mailto:hr@larrakia.com)  
T: 08 8948 3733

## ABOUT US:

Larrakia Nation Aboriginal Corporation (**LNAC**) is the peak advocacy and support agency for the Larrakia people, the Traditional Land Owners of the Greater Darwin area.

Initially established in 1998 to represent the native title interests of the Larrakia people, LNAC has since evolved into a **vital service delivery** organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader aboriginal community.

LNAC is a **not-for-profit** organisation. Our aim is to assist the indigenous people of the Northern Territory to **'Live Stronger, Live Longer'**

## PROGRAM DETAILS:

The **Aged and Disability Care Program** assists frail aged and younger people with disabilities and their carers living in the Greater Darwin and Palmerston regions. We provide culturally appropriate services that are tailored to the requirements of our clients, to maintain and increase their independence, assist them to live as valued and participating members of the community with a focus on client wellness and re-enablement.

We have an emphasis on Aboriginal and Torres Strait Islander clients, however we do also provide our services to non-indigenous people.

Specifically, the program provides meals on wheels, centre-based activities, transport, social support, personal care and domestic assistance.

## RESPONSIBILITIES:

"What you would be doing..."



### PROVIDE CARE

Assist clients in accordance with the care plan



### TRANSPORT

Provide individual transport to clients as per the care plan



### PRIVACY

Maintain client confidentiality at all times



### RELIABLE

Follow assigned roster and be punctual, reliable and flexible



### FIRST AID

Provide first aid to clients when required



### COMMUNICATION

Effective communication regarding client health & wellbeing



### RECORD

Maintain accurate progress notes and record each visit/activity



### TEAM WORK

Work effectively with your team maintaining strong professional relationships



### RESOURCES

Maintain program assets to the highest standards and report issues



### SAFETY

Follow health and safety procedures at all times



### TRAINING

Participate in training, professional development and reviews



### RESPECT

Maintain respect for all cultures and that of the Larrakia people

## PERSONAL QUALITIES:

"To make sure you are the right fit for LNAC, here's what we look out for..."

### ORGANISATIONAL

- ✓ Ability to work collaboratively and unsupervised, as required, but always as a team
- ✓ Ability to work within set timeframes and in a fast-paced environment
- ✓ Ability to cooperate and work together with staff, management, service providers and LNAC members
- ✓ Promote the organisation in a positive manner at all times

### PERSONAL ATTRIBUTES

- ✓ Flexible and reliable
- ✓ Have a positive, 'can do' attitude
- ✓ Committed and caring
- ✓ Patient, empathic and professional
- ✓ Organised and able to multi-task
- ✓ Physically fit and able to lift
- ✓ Excellent communication skills
- ✓ Able to adapt to challenges
- ✓ Genuine appreciation for Indigenous people and culture
- ✓ Have a sense of humour
- ✓ Respectful and appreciative

### COMMITMENT TO DUTIES

- ✓ Positive and proactive attitude with strong initiative
- ✓ Follow the requirements for the role as per your job description and as reasonably directed
- ✓ Represent the organisation in a positive manner at all times
- ✓ Take care of one's own safety at work and that of other staff in the workplace
- ✓ Provide high quality care to Elders

## KEY SELECTION CRITERIA:

*\*These skills are a 'must have'*

*"To do this job you MUST have the following skills\* and experience..."*







|   |  |    |  |
|---|--|----|--|
| 1 | Previous experience in a similar role and Certificate III (or higher) in Individual Support, Home and Community Care, Aged Care or Disability                    | 6  | Ability to work under limited direction, exercise initiative and apply good time management and organisational skills              |
| 2 | To respect and respond to the individual needs and preferences of the client and communicate effectively with clients, significant others and the organisation   | 7  | To be flexible to work shift work including early starts, nights, weekends and public holidays                                     |
| 3 | To understand and demonstrate the importance of accurate documentation and confidentiality of client's details   | 8  | Basic computer skills (including Microsoft Office and email) and the ability to maintain accurate, confidential, notes and records |
| 4 | An understanding and experience of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture | 9  | Demonstrated interpersonal, written and oral communication skills to communicate effectively with clients and colleagues           |
| 5 | Good knowledge and understanding of the issues and factors affecting Indigenous people in the Northern Territory   | 10 | A current, unrestricted NT Driver's Licence (C Class minimum) plus a reliable vehicle, with valid insurance and rego.              |

## DESIRABLE SELECTION CRITERIA:

*"It is an advantage if you have the following..."*

|   |  |                        |
|---|--|------------------------|
| Experience working with Indigenous people in the community with complex needs | Knowledge and understanding of service providers and agencies in the Darwin and Palmerston areas | Identify as Indigenous |
|---|--|------------------------|

## WHEN YOU APPLY, YOU WILL NEED TO PROVIDE THE FOLLOWING:

|  |  |   |
|--|--|---|
|  CURRENT FIRST AID & CPR CERTIFICATE |  CURRENT WORKING WITH CHILDREN CARD |  CURRENT, UNRESTRICTED NT DRIVERS LICENSE      |
|  CURRENT NATIONAL POLICE CLEARANCE   |  TWO CONTACTABLE REFERENCES         |  COMPLETE A PRE-EMPLOYMENT MEDICAL & DRUG TEST |

## NEXT STEP:

*'You have read the job description and have decided you meet the job requirements. Time to update your resume...'*

*NOTE: Part applications or failure to supply the correct licenses or certificates will not be considered*



## HOW TO APPLY:

- ✓ *Email your updated resume and a cover letter addressing the selection criteria above, telling us how you best fit the job before the closing date to [hr@larrakia.com](mailto:hr@larrakia.com)*
- ✓ *Ensure you have updated and hold a current NT Driver's License, Police Check, Working with Children's Card and First Aid & CPR Certificate ready to provide to us*
- ✓ *Once the closing date has expired, we will collate completed applications and review them. If you are successful to the interview stage, we will call you to arrange a date and time*
- ✓ *If you have any questions, please contact HR at 08 8948 3733 or email [hr@larrakia.com](mailto:hr@larrakia.com)*