

<b>Position title</b>	NDIS Support Coordinator		
<b>Position holder</b>	Vacant		
<b>Program</b>	Business Services		
<b>Funded by</b>	Grampians Community Health		
<b>Based at location</b>	Stawell, Horsham or Ararat		
<b>Responsible to</b>	<ul style="list-style-type: none"> <li>• Program Leader NDIS</li> <li>• Manager NDIS</li> <li>• General Manager Aged &amp; Disability</li> <li>• Chief Executive Officer</li> </ul>		
<b>Direct reports</b>	None		
<b>Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022		
<b>Classification</b>	SACS Level 3.1 to 4.1		
<b>Hourly rate</b>	\$36.00 to \$41.52	<b>Annual</b>	\$71,136 to \$82,043
<b>Status</b>	Full Time		
<b>Hours per week</b>	38		
<b>PD last updated and approved by CEO</b>	September 2023		

### Position summary

Grampians Community Health is a service provider to participants of the National Disability Insurance Scheme (NDIS).

The NDIS Support Coordinator ensures the planning and delivery of a flexible, integrated and timely service for NDIS participants. The position objective is to promote choice, empowerment, independence, wellness and enablement within the delivery of consumer focussed care.

### Key responsibilities

1. Ensure the planning and delivery of a flexible, integrated and timely service including:
  - Assessment and reassessment as required
  - Creation and monitoring of budgets
  - Support planning and goal setting
  - Ongoing monitoring and review of consumer support requirements.
2. Support the relationship between the consumer and the significant other to ensure optimal outcomes for both.
3. Promote choice, empowerment, independence, wellness and enablement within the delivery of consumer focussed care.
4. Develop, monitor and review individual support plans, progress and budgets in consultation with the consumer in response to their assessed needs and wishes, and in consultation with their significant other(s) and service providers and that meet funding requirements.
5. Undertake a formal review of support plans as determined by program requirements or earlier if required by the consumer.

6. Ensure delivery of services is coordinated between agencies, provided in a timely manner, and within the criteria and cost limits of the programs, as approved by the Manager and/or the Program Leader.
  7. Provide support to people with a disability; either physical or psychosocial.
  8. Provide basic counselling, support and advocacy on behalf of consumers are provided when necessary.
  9. Provide shared care service coordination with service providers as per support plan
  10. Provide supervision and support to students as required.
  11. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
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### Key selection criteria

#### Qualifications

- Tertiary qualifications in a relevant field of either Social Work, Welfare Work, Case Management, Mental Health, Disability or equivalent.

#### Mandatory

- A good understanding of NDIS and case management and a commitment to the philosophies.
- Demonstrated experience working with people with a disability, people with mental health illness, and their carers.
- Understanding the presenting issues of people living within the rural environment.

#### Desirable

- Demonstrated experience collaborating with a number of stakeholders.
- Understanding of psychosocial disability.

#### Demonstrated skills and experience

- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Well-developed organisational skills with the ability to prioritise multiple tasks.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace cultural and practices.

#### Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Employee Working with Children Check
- Current NDIS Worker Screening Check

#### Personal attributes

- Empowering
  - Professional
  - Inclusive
  - Courageous
  - Compassionate
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## Conditions of employment

This position is ongoing and is subject to:

- Successful completion of a six-month probationary period

And requires the following checks:

- Satisfactory police check
- Employee Working with Children Check
- NDIS Worker Screening Check

**Note:** Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

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## Required training

- MARAM Brief and Intermediate
  - Sentiont online learning management system courses as required
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## Employee acceptance of position:

Employee signature

Vacant

Date

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