

Position title	NDIS Support Coordinator		
Position holder	Vacant		
Program	Business Services		
Funded by	Grampians Community Health		
Based at location	Stawell/Ararat		
Responsible to	<ul style="list-style-type: none"> • Program Leader Business Growth • Manager Business Services • General Manager Business Support and Innovation • Chief Executive Officer 		
Direct reports	NIL		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	SACS Level 3.1 to 4.1		
Hourly rate	\$32.54 to \$37.53	Annual	\$64,308 to \$71,163
Status	Full Time		
Hours per week	38		
PD last updated and approved by CEO	September 2021		

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.

Desirable

- 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.

Demonstrated skills, experience and/or understanding of:

- Demonstrated experience collaborating with a number of stakeholders.
- Understanding of psychosocial disability.
- 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 NDIS Worker Screening Check

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
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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
- WNDIS 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.

Employee acceptance of position:

Employee signature

Vacant

Date
