



JOB OVERVIEW


JOB TITLE	NDIS Program Support Assistant		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Agency Services	SALARY	
DIRECT REPORTS		WORKING CONDITIONS	Based in Katherine Regional Office, remote travel required
REPORTS TO	NDIS Regional Coordinator	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	Operating under the direction of the NDIS Regional Coordinator and working in accordance with Council Regional Plans, policies, relevant legislation and funding requirements. This role has a focus to provide secretarial and administrative support to the NDIS unit.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide overall effective office support to all staff in the NDIS Programs and Agedcare Programs as directed by Community Services Manager. 2. Ensure that tasks are performed efficiently, professionally and within deadlines. 3. Prepare agenda's and participate in team meetings and case management meetings as required 4. Regularly review, update and develop individual client profile as required in etool to maintain and manage all data bases, files, reports, forms. 5. Liaising with all community Team Leaders every day to make sure progress note for daily support is recorded in etool. 6. Update, monitor, and regulate NDIS service delivery log sheets and payments for Centrepay. 7. Execute preparation of delegated word processing tasks such as letters, memo's, case notes, Training materials, reports and newsletters. 8. Prepare photocopying, collation and binding of materials or reports as required. 9. Record meeting minutes and distributing to staff in a timely manner. 10. Ensure phones within the unit are answered in a timely fashion and taking concise messages. 11. Carry out any other duties as directed by the NDIS coordinator and Community Services Manager. 12. Travel out to remote communities when required to support staff. 13. Ensure all program contracts are up to date. 14. Ensure work area is well kept in a neat and tidy state.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Cert III in Individual Support or equivalent (desirable) 2. NDIS Workers Orientation Module (essential or ability to complete)
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Administrative experience 2. Ability to meet deadlines 3. Excellent data entry standards 4. Microsoft office suit and phone system competencies 5. Excellent written and verbal communication 6. Well-developed interpersonal skills and multi-tasking capabilities 7. Administrative experience with Disability or Health services and programs 8. Experience with etool, NDIS provider portal or similar case management software. 9. Prepared to travel and work in remote communities

	<p>10. Demonstrated ability to be flexible, plan work load and manage competing priorities</p> <p>11. Ability to meet deadlines</p> <p>12. Excellent data entry standards</p>
<p>OTHER REQUIREMENTS</p>	<p>1. Current NT Drivers License</p> <p>2. Current Working With Children Clearance (Ochre Card)</p> <p>3. Criminal History Check, valid when issued within in the last 3 months</p> <p>4. Current First Aid Certificate</p>
<p>PHYSICAL REQUIREMENTS</p>	<p>The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.</p> <p>The position holder must maintain a safe working environment and adhere to the Councils code of conduct, policies, procedures, Work, Health & Safety regulations and ensure that all resources are effectively deployed.</p>
<p>APPROVED By Russell Anderson CHIEF EXECUTIVE OFFICER</p>	<p>For </p> <p>DATE APPROVED 16/12/20</p>