




JOB OVERVIEW

JOB TITLE	NDIS Regional Coordinator		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Agency Services	SALARY	
DIRECT REPORTS		WORKING CONDITIONS	Must have a Cert IV in Aged Care or higher, First Aid Certificate, and a current WWCC and Criminal History Check (within 3 months)
REPORTS TO	Community Services Manager	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	The NDIS Coordinator will over see the delivery of NDIS including accreditation, programs and NDIS Clients.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Oversee all accreditation, programs and clients funded by NDIS. 2. Support NDIS participants to build capacity to coordinate their NDIS plans, negotiate appropriate support and services. 3. Ensure support coordination is completed as per the agreed work schedule and claims for payment are regularly lodged. 4. Ensure that support responses focus on participant goals and objectives. 5. Liaise with and report as required to NDIS in relation to NDIS participants and their plans. 6. Use local knowledge and sector expertise to increase opportunities for people with a lived experience of a mental health issues to be connected in local communities. 7. Build NDIS participant and family capacity to understand and navigate service systems. 8. Provide expert advice and consultation to NDIS participants and their families on the changing NDIS environment. 9. Regularly monitor expenditure and support participants to remain informed as to their rate of expenditure and the potential effects. 10. Deliver services and support with a high level of customer service. 11. Keep accurate and complete records of your work activities in accordance with legislative requirements. 12. Support NDIS participants, families and careers to develop resilience in the NDIS participant's network. 13. Oversee the NDIS team. 14. Coordinate staff training schedules. 15. Maintain daily contact with all staff. 16. Liaise with Council Human Resources department to ensure employee files are kept up to date with details of any training courses attended and certificates achieved. 17. Provide support and mentoring services to all employees. 18. Act with sensitivity, confidentiality, courtesy and discretion at all times. 19. Monitor compliance with Council's policies and procedures. 20. Ensure performance indicators are met including the lodgment of required reports to the Regional Manager. 21. Provide a written monthly report to the Manager on the operation of the service. 22. Successfully submit reports in accordance to the funding body requirements for all program areas 23. Update e-tools regularly

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Cert IV in Aged Care or higher (essential). 2. A current First Aid Certificate (essential). 3. Current open NT drivers licence (essential).
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated experience in delivering high quality disability services. 2. Demonstrated ability to manage and support high quality service deliver including achieving and maintain registration and accreditation, strategic planning, financial management, business planning, staff mentoring, coaching and supervision. 3. Demonstrated high level communication skills both written and oral including the capacity to prepare performance reports, operational and work plans, business cases, secure community investment and stakeholder engagement. 4. Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context. 5. Strategic and decision making skills with an analytical and innovative approach to problem solving. 6. Ability to work both autonomously and cooperatively within a small team, with the flexibility to adapt to changing priorities and commitment to continuous improvement. 7. A demonstrated ability to communicate effectively with Indigenous people and an awareness of issues affecting Indigenous people in remote locations and ability to operate effectively in a cross-cultural environment. 8. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff. 9. Strong organisations skills and experience in business planning and performance reporting. 10. Proven ability to work well under pressure. 11. Sound understanding of the principles of Community Development. 12. Sound knowledge of the principles of Work Health & Safety. 13. Thorough knowledge of and ability to meet all care delivery standards required by government instrumentalities, including accreditation. 14. Sound knowledge of etools data base program
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Criminal History Check (Recent within 3 months). 2. Eligible to qualify as approved provider key personnel. 3. Current Ochre Card. 4. The occupant must be prepared to travel regularly throughout out Council spending large amounts of time staying in our communities away from home.
PHYSICAL REQUIREMENTS	<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>
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 10px; text-align: center;">  </div> <div style="border: 1px solid black; padding: 10px; text-align: center;"> DATE APPROVED 12/8/2020 </div> </div>