

WE ARE HIRING!

NDIS Service Coordinator

➤ About Us:

The Circular Head Aboriginal Corporation's Mission statement is to Embrace our Culture to Inspire and Empower Aboriginal People. We acknowledge and respect the voices of our past and enable Aboriginal people to live fulfilling lives through Identity and the delivery of creative, innovative programs and services that inspire self-determination and confidence.

CHAC holds 5 core values of Culture, Care, Community, Capacity and Capability and will always deliver these with absolute respect, care, and integrity.

➤ About the Role:

The **Full Time** position of NDIS Program Development Coordinator will oversee and complete the service agreements and schedule of supports for participants. They will ensure programs and service compliance requirements are met. They will regularly supervise support workers regarding their support delivery and identify training opportunities. They will engage in care team meetings with community service providers with support workers and participants.

- Rostering and scheduling of supports + ensuring support shifts align with invoicing requirements and NDIS line items
- NDIS Staff and Support Worker mentoring
- Co-facilitate staff meetings with Aged Care and Disability Manager
- Community and Stakeholder engagement.
- Oversee NDIS Budget and support Finance Manager with Invoicing requirements

➤ Perks:

- Work for a dynamic, family friendly, Not for Profit Organisation. AccessPay salary packaging benefits
- Training and education opportunities
- Grow your career in the ever-expanding Community sector

Applications are strongly encouraged from Aboriginal and Torres Strait Islander people



Your Skills & Experience

- **Understanding of Aboriginal society and culture and issues affecting Aboriginal people.**
- **Qualifications would be preferred but not essential.**
- **Previous experience in the NDIS sector and understanding of participant plans and funding.**
- **Display a high standard of ethics and attitude of discretion and integrity to inspire trust and confidence.**
- **Be motivated and co-operate with other staff in a team environment.**
- **High level of verbal and written communication skills along with proficiency in the application of computer packages.**

➤ To Apply

If these sounds like the right fit for you provide the following by **5pm, 6th September, 2024**

- **A cover letter detailing why you would be great for the role.**
- **A resume outlining your education and employment background.**

✉ employment@chac.com.au

**successful candidates will be required to complete pre-employment, medical, Working with Vulnerable People and National Police checks.*

**will undertake regular cultural awareness programs*





POSITION DESCRIPTION

Position title:	NDIS Service Coordinator
Status:	Full time
Location:	Circular Head
Classification level:	Min. Level 4
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	Aged and Disability Manager
Date Approved:	

POSITION OBJECTIVE

The importance of Aboriginal community and cultural inclusiveness is to be in the forefront of decision making in the daily operations of the organisation, the incumbent must ensure the CHAC values, vision and mission is imbedded throughout the health care sector and is promoted to the community in all its activities.

NDIS Service Coordinator will oversee the business development of CHAC's NDIS program and ensure finance and compliance requirements are met. Through the Coordination of Supports they will support our staff to enhance the lives of people with disabilities, upskilling support staff to assist clients participate in appropriate activities and tasks including employment, in-home support and outings in the community.

LEVEL OF RESPONSIBILITY

This incumbent is expected to use initiative and originality in their approach to decision making and problem solving, using previously established work practices and procedures as a guide. Working under general guidance from the Aged and Disability Manager they are responsible for day-to-day supervision of NDIS support staff and can manage and plan their own work and that of the NDIS support personnel who report to the role. This could also involve formal disciplinary issues within the work area.

ROLES AND RESPONSIBILITIES

The NDIS Service Coordinator will be responsible for, but not limited to, the following key tasks and duties:

- Rostering and scheduling of supports, including management of cancelled services.
- NDIS Staff and Support Worker mentoring: upskilling NDIS staff to appropriately read and interpret NDIS plans, schedule activities, and assist them to help our clients reach their Plan goals.
- NDIS Business Development: identify need in community and within CHAC and prepare recommendations for improvement to programs for Management.
- Through outreach and the identification of key stakeholders, offer support for NDIS access requests within the Circular Head region.
- Oversee NDIS Plan Finance Management in conjunction with Finance Manager and Support Coordinator.
- In conjunction with Support Coordinator, conduct File Audits to ensure Supports are adequately delivered and recorded.

OTHER RESPONSIBILITIES

- To promote and maintain a positive professional image for CHAC activities, both internal within the organisation, and external to businesses and the wider community;
- In association with Senior Management, comply with NDIS requirements and general law including duty of care and due diligence, good faith, disclosure of material personal interests, not to improperly use position or information;
- Comply with all CHAC's policies and guidelines;
- Have a sound understanding of WH&S Act 2012 and responsibilities of CHAC, and take reasonable care for your own health and safety and ensure that an act or omission that you do not adversely affect the health and safety of other persons;
- Participate in Audits required by external parties in regard to Government requirements and Quality Standard Governance;
- Maintain an active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to CHAC;
- Actively participate in continuous improvement through change initiatives and identification of improvements in the delivery of all programs
- Any other duties as required and within your competency.

SELECTION CRITERIA: QUALIFICATIONS, SKILLS AND EXPERIENCE

1. Understand Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people;
2. Display a high standard of ethics and attitude of discretion and integrity to inspire trust and confidence;
3. Be motivated and co-operate with other staff in a team environment along with building and maintaining co-operative relationships as well as deal with grievances;
4. Ability to work co-operatively with professionals in other related agencies;
5. Demonstrated relationship management skills;
6. High level of verbal and written communication skills along with proficiency in the application of computer packages;
7. Practical experience in WH&S and Risk Management;
8. Minimum qualification Diploma of Community Services required, or an equivalent level of expertise and experience to undertake the range of activities required;
9. Current unrestricted driver's licence, police check and \NWV