

Job Title:	Support Coordinator	Position Type:	Full time 38 hours per week
Group:	Support Coordination	Job Code:	SC-FT
Location:	Broome / Derby / Fitzroy Crossing	Reports to:	Support Coordination Manager
Level/Salary Range:	SCHADS AWARD Level 4.1		

Job Description

ROLE AND RESPONSIBILITIES

The primary role of the Support Coordinator is a capacity building role to support implementation of all supports in a participants NDIS plan, including informal, mainstream, community and funded supports.

SPECIFIC DUTIES INCLUDE:

- Maintaining, the database and connected systems for Support Coordination at Far North
- Assess mainstream, community, informal and provider options for NDIS participants
- Meeting with and supporting participants to refine their chosen goals
- Negotiate services to be provided and their prices
- Develop service agreements and quotes under guidance and ensure all aspects of the required paperwork are saved and stored within Policy and Guidelines of Far North, for Confidentiality and Privacy
- Arrange any assessments required to determine the nature and type of funding required
- Decide the budget and agree with the participant for each support service requested
- Link participants to mainstream and/or community services (Housing, education, transport and health)
- Engaging with NDIA staff and other relevant stakeholders
- Responding to crisis situations for NDIS participants in receipt of support coordination
- Assist participants to review their plan and prepare for their plan review
- Assessing and managing risk in line with organisational policy.

Responsibilities include;

- Undertaking all work in line with the organisation values, policies and procedures.
- Working with participants to achieve the goals set out in their NDIS plan.
- Providing ongoing support to participants in line with their NDIS plan
- Maintaining up to date and accurate case notes for each participant
- Complying with all relevant legislation and codes of conduct

- Maintaining an up to date knowledge on the NDIS systems and practices
- Engaging with participants, their providers and other 3rd party organisation's in a timely, courteous and professional manner
- Adhering to work health and safety guidelines and procedures
- Supporting participants to achieve the goals in their NDIS plan.

ESSENTIAL REQUIREMENTS

- Strong person centred approach to coordination of services
- Ability to work in culturally relevant and respectful ways
- Ability to coach, empower and support people with disabilities to exercise choice and control in the implementation of their NDIS plan
- Attention to detail and accuracy in data entry
- Ability to work with multiple service providers, contractors and organisation's
- Ability to prioritise and plan your daily work
- Comprehensive understanding of the NDIS Support Coordination role
- High level of verbal, written and oral communication skills
- National Police Certificate (less than 3 months old and renewed every three years)
- Working With Children Check

DESIRABLE REQUIREMENTS

- Minimum Certificate IV in community services or equivalent experience
- Minimum 2 years experience in community services or related area
- Demonstrated team player
- Demonstrated understanding of the National Standards for Disability Services
- Demonstrated ability to work within policies and procedures

KEY BEHAVIORS TO BE DEMONSTRATED AT ALL TIMES

- Demonstration of working as a team member, taking leadership roles where required and following when a team effort is required
- Demonstrated effective communication skills, either written, verbal or signing.
- Commitment to supporting people to achieve goals and be empowered to have greater quality of life, choice and control
- Collaborative work style that fosters continuous improvement and flexible and innovative supports for individuals and their families.

E-MAIL

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Subject Line: Support Coordinator