Position Description

Position Title: NDIS Support Coordinator

Location: Dubbo

Reports to: Team Leader NDIS Support Coordination Central, Far West & Western NSW

Hours: Full time

Conditions of Employment:
- Western NSW Medicare Local Enterprise Agreement 2013
- Marathon Health Policies and Procedures
- Police Check
- Position Description
- Working with Children Check
- Letter of Offer

Incumbent

Contract Period: As per employment contract

Purpose of the Role
NDIS Support Coordinators will work proactively with participants—coordinating and engaging supports to ensure they are getting the most out of their NDIS plans.

NDIS Support Coordinators will also support participants to test eligibility for the NDIS, and provide assistance in planning for an individual’s transition, and provide support coordination under an NDIS framework once an individual has successfully transitioned.

Key Relationships
The NDIS Support Coordinator will report to the Team Leader NDIS, they will work closely with other external stakeholders involved in an individual’s care or provision of Services in a participants NDIS plan.

Position Responsibilities
Responsibilities for this position include, but are not limited to:

- Utilise different strategies to support engagement with participants disconnected from the service system
- Engage with and work collaboratively with existing care on activities that may already exist for a participant
- Facilitate the engagement of services for participants, NDIS and mainstream services
- Assist consumers in testing for NDIS eligibility and prepare and assist them for their transition to the NDIS
- Provide coordination of supports to NDIS participants
- Participate fully as a team member
- Develop and Foster partnerships with stakeholders, including the NDIS and LAC, other Marathon Health staff, family and friends of participants and other service providers
- Maintain accurate participant records and data as per Marathon Health policies – including accurate records of NDIS service provision
- Provide NDIS Support Coordination services in line with Marathon Health’s Support Coordination Service outline (see attachment A)
- Other responsibilities as requested by Team Leader.

Other Duties
- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Comply with Code of Conduct
- Other duties as directed from time to time.

Our Values
Staff are expected to demonstrate our ICARE values:
- Integrity and Loyalty – be real
- Collaboration and Creativity – make connections
- Achievement and Pride – be proud
- Respect – demonstrate equality
- Empathy – open compassion

Special Job Requirements
1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia.
3. Valid Driver License.

Note:
This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

Signed _______________________________ Date ________________
Selection Criteria

Essential
- Qualifications in health or disability sector (or relevant field) min Cert III.
- Demonstrated high standard of interpersonal and communication skills, including the ability to adapt services to meet varying cultural needs.
- Demonstrated ability to establish effective workplace and relationships with a diverse range of professionals and stakeholders.
- Well-developed time management and organisational skills.
- Demonstrated ability to work both independently and as part of a team.
- Demonstrated ability to maintain confidentially at all times.
- Sound computer skills and the ability to adapt to new software applications.
- Knowledge of service providers in local area.

Desirable
- Experience in NDIS Support Coordination.