Position Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>NDIS Specialist Support Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Bathurst /Orange</td>
</tr>
<tr>
<td>Reports to</td>
<td>Team Lead, NDIS and Wellbeing</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
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</tbody>
</table>
| 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       | Vacant                               |
| Contract Period:| TBC                                  |

**Purpose of the Role**

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

NDIS Specialist Support Coordinators will work with participants who have complex needs and receive Level 3 Coordination of Support with their NDIS plan.

**Key Relationships**

The NDIS Specialist Support Coordinator will report to the Team Lead - NDIS and Wellbeing. They will work closely with the Marathon Health NDIS Team and 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
- 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)
- Meet billable hour targets
- Will be required to take both Level 2 and Level 3 Coordination of Support participants
• Other responsibilities as requested by Manager.

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
- Bachelor’s Degree in Psychology, Occupational Therapy, or Social Work
- 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 confidentiality at all times.
- Sound computer skills and the ability to adapt to new software applications.
- Knowledge of service providers in local area.
- Understanding of the role of NDIS Support Coordination

Desirable
- Experience in NDIS Support Coordination.