

Coordinator (NDIS Coordination and Support)

Job and Person Specification

The Job and Person Specification forms a part of an integrated planning process to ensure that individual performances align with the requirements of the NDIS Coordination and Support role and with ASG's strategic directions. The Job and Person Specification also provides the basis on which selection criteria for the position may be determined.

GENERAL DESCRIPTION

Position:	Coordinator	Program:	NDIS
Reports to:	Chief Executive Officer	Location:	Adelaide
Status:	Full Time	Salary:	Level 4, Pay Point 1 (SACS Award)

PURPOSE STATEMENT

Aboriginal Sobriety Group Indigenous Corporation (ASG) is a community-based organisation providing care and support to Aboriginal and Torres Strait Islander people to sustain social, emotional and economic wellbeing. It is the aim of ASG to improve the quality of life for Aboriginal people through the provision of a diverse range of programs and culturally appropriate supports.

ROLE PURPOSE

The role of the NDIS Coordinator is to assist ASG to establish itself as a preferred NDIS service provider for Aboriginal and Torres Strait Islander people, communities and organisations. Responsible for the overall coordination of ASG's NDIS program, the Coordinator is initially also responsible for direct service delivery. The Coordinator will grow the program through networking with key industry partners, by establishing and maintaining excellent relationships and communication with the NDIS, by engagement with Aboriginal communities to grow ASG's NDIS client base and to coordinate all NDIS and associated functions across ASG.

Job and Person Specifications (Key Result Areas):

Key Result Areas	Expectations of the Employee	KPIs
NDIS Coordination	Coordinate and navigate ASG's involvement with the NDIS system including engagement with the NDIS to ensure ASG remains legally compliant and meets all NDIS reporting and other requirements	ASG's NDIS Service Registration remains valid and ASG meets all registration, audit and reporting requirements
	Build relationships across the NDIS service sector to promote ASG as a preferred provider of NDIS services for Aboriginal and Torres Strait Islander people	
	Ensure that ASG and its NDIS clients participate in events, activities and forums that focus on community and cultural celebrations and anniversaries	The ASG NDIS Midterm Review is completed in line with NDIS timelines
	Coordinate and complete accurate and timely data recording within agreed timeframes and respond to any NDIS queries that require additional information e.g. (Incident Reporting)	ASG is an active participant in community and cultural events and celebrations
	Work independently across ASG and the NDIS space and exercise discretion, judgement and initiative within the parameters of the role	
Supporting People with a Disability	Support people with a disability to access and engage in their community to increase social inclusion and to support independence	The number of clients ASG supports increases
	Provide assistance to people with a disability to meet their own goals using a person-centred approach	Number of clients with an up-to-date plan with
	Develop positive relationships with ASG's NDIS clients and their families and or carers	

Key Result Areas	Expectations of the Employee	KPIs
	Support people with a disability to develop community living skills through access to community resources and activities	clearly defined goals is 100%
	Provide personal assistance to NDIS clients that is focused and meets their individual needs	Client and community feedback and comments are positive and constructive
	Assist NDIS clients to advocate on their own behalf or, where necessary, support them to access external advocacy services	
	Participate in small group activity programs in consultation with participants and others as required (family members, support workers, carers)	Clients have their needs met and are able to meet their goals (% of goals achieved)
Supporting the Team	Support and guide NDIS employees to perform to their best capabilities, ensuring professional conduct both within ASG and across the NDIS service sector	Employees feel supported and are confident about their role and responsibilities
	Ensure that any required clearances, licences and certificates are up-to-date for all NDIS employees	
	Provide guidance and advice to Support Workers to ensure services are delivered in a way that contributes positively and increases their involvement in the community of people with disabilities	All NDIS employees meet legislative compliance and have completed training relevant to their role
	Contribute to the team's achievement of defined NDIS service standards and outcomes by role modelling, monitoring, review and evaluation of Support Workers' effectiveness	Supervision sessions, performance review and training and development
	Coordinate the provision of support to team members on day-to-day basis across all operational matters	
Training and Qualifications	<ul style="list-style-type: none"> - Certificate IV in Community Services or Disability qualification - qualifications in Social Sciences and Human Services - willingness to participate in professional development or job specific training as required 	Formal Qualifications
Experience and Knowledge	<ul style="list-style-type: none"> - an insight into urban, rural and traditional Aboriginal cultures - demonstrable experience in working in a similar role - detailed knowledge of the National Disability Insurance Scheme and wider sectorial reforms - experience and knowledge in best practices when working with Aboriginal people, organisations and communities - experience as a Team Leader, Coordinator or Manager and proven ability to manage a team - experience in the coordination and delivery of NDIS support services to Aboriginal people - experience in working with people with a disability in an inclusive manner that upholds the principles in the United Nations Conventions on the Rights of People with a Disability 	Demonstrable experience
Skills and Abilities	<ul style="list-style-type: none"> - a strong and ethical customer services approach - ability to multitask across programs and prioritise competing demands - excellent demonstrable written and oral communication skills - sound knowledge of the MS Office suite of applications - strong administrative and computer skills 	Demonstrable skills and abilities
Meeting Corporation Requirements	Work in a collegiate relationship with ASG employees, relevant community groups and organisations that ASG work with across all program areas	ASG employees and external networks provide positive feedback
	Coordinate and lead staff meetings as well as coordinate training programs for NDIS employees as required to meet ASG Compliance and Training and NDIS requirements	The ASG Compliance and Training Register reflects

Key Result Areas	Expectations of the Employee	KPIs
	Regular convening of, and attendance at, team meetings including assisting with agenda preparation, chairing of meetings and minute taking	100% compliance for employees in your team
	Participate in collaborative and respectful working relationships with government and non-government agencies	Active participation and contributions to quality improvement programs e.g. <i>Australian Service Excellence Standards (ASES)</i>
	Assist the ASG Board of Directors, the Chief Executive Officer and Executive in the pursuit of service excellence cross all program areas	
Clearances, Licences and Certificates	<p>All ASG employees are required to hold valid and current clearances, licences and certificates. These include, but are not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aged Care Sector Employment <input type="checkbox"/> Drivers Licence <input type="checkbox"/> General Employment Probity <input type="checkbox"/> Medication Administration <input type="checkbox"/> National Police Check <input type="checkbox"/> NDIS Worker Clearance <input type="checkbox"/> Provide First Aid Certificate <input type="checkbox"/> Safe Environments – Through their Eyes Certificate <input type="checkbox"/> Vulnerable Person Related Employment Clearance <input type="checkbox"/> Working With Children Check Clearance 	The ASG Compliance and Training Register reflects that all employees in the ASG NDIS Service have all required clearances, licences and certificates
Work, Health and Safety	At ASG, WHS is everybody's responsibility. Employees at all levels are required to follow defined ASG WHS work practices and policies and procedures that focus on work, health, safety and wellbeing for employees and clients.	<p>Completion of Incident Reports</p> <p>Participation in the identification of risks and hazards (and solutions)</p>
Equal Opportunity - Responsibility Statement	Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.	Treating all employees, partners, networks and clients equally
Culture and Code of Conduct	<p>At Aboriginal Sobriety Group Indigenous Corporation our goal of being client focused can only be maintained and enhanced when you participate, and in joining our team, you share our commitment to providing the best service to Aboriginal communities. For this to be achieved, your ideas, suggestions, and initiative are encouraged as we strive to improve the way we do things.</p> <p>At work and when representing ASG at external meetings, events and functions, we act with integrity and professionalism, in our dealings with each other, our clients and our networks. We have a commitment to ongoing professional development and to foster an environment where everyone's contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.</p>	Professional conduct is maintained at all times
Certification	The details contained in this Job and Person Specification are an accurate - as possible - statement of the duties, responsibilities and other requirements for the job. Duties and responsibilities for this position are not definitive. Duties may be added, deleted or modified, in consultation with employees, as necessary.	Prepared to undertake any other duties as required

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Other Conditions	Other conditions include: <ul style="list-style-type: none"> - any other duties as requested and directed - ASG reserves the right to request employees to undertake random drug and alcohol testing - ASG support non-smoking environments and smoking cessation - conditions of employment reflect the National Employment Standards, the ASG Enterprise Bargain Agreement and the SACS Award - evidence of COVID-19 vaccination required - travel across metropolitan Adelaide with some regional travel required - where ASG have concerns that your level of fitness is affecting your job performance, we may require, at our cost, that you submit to a Fitness Capacity Evaluation - duties of the position may vary according to business needs - work from any other ASG site as required 	Flexible, can do attitude Assisting other ASG program areas Working from other ASG sites as required

Employee's Name:

Employee's Signature:

Date:

Chief Executive Officer's Name:

Chief Executive Officer's Signature:

Date:
