

Ribbon NDIS Support Worker Position Description

Position	NDIS Support Worker
Region	Victoria, Statewide
Reports To	Ribbon NDIS Operations Manager
Hours	Contractor or Casual
Salary	Depends on qualifications & experience

Ribbon

Ribbon is a grassroots organisation that delivers NDIS services in Victoria. We are passionate about working with people who live with mental illness and disability. Ribbon supports people to live the life they want. We believe that everyone can live a life full of happiness and hope. Our team offers a wide range of innovative programs that promote choice and control. Ribbon is committed to serving the people we work with and the wider community. We deliver professional support to people at home or in the community. Ribbons evidence based, person centered programs have been created to maximise participation and wellbeing. Our recovery-focused options help people to develop new skills and reach their goals.

Position Overview

This role will require flexibility to support clients NDIS recovery goals. Ribbon is seeking qualified and compassionate support workers committed to supporting individuals with daily living activities including: personal care, domestic activities, transport, improving health and wellbeing and social and community participation. NDIS Support Workers assist clients to develop their independent living skills, self-efficacy, community inclusiveness, self-reliance and overall happiness.

Position Responsibilities

1. Comprehensive knowledge of the NDIS support items under the NDIS Guidelines.
2. Knowledge of state and federal laws relating to the NDIS, Mental Health Act 2014, Disability Act 2006, Carers Recognition Act 2012
3. Direct support of clients ensuring Ribbons policies and procedures are adhered to.
4. Develop and maintain positive working relationships and linkages with community agencies, clinical services and all other relevant providers to ensure effective communication, referrals and care coordination occur.
5. Working one-on-one or in a group setting supporting clients to make their own decisions, overcome barriers and strive towards achieving their goals.
6. Advocate on behalf of clients to access services within the community.
7. Monitoring and reporting including monitoring participant referrals, progress against NDIS Service Agreements, data collection and reporting where required.
8. Mandatory administration tasks including data entry into the client management system.
9. Attend training, supervision and meetings as required.

Ribbon Values Kindness, Co-production, Acceptance, Safety & Honesty.

We are committed to creating a diverse workplace that welcomes and accepts everyone. We are an equal opportunity employer.

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Key Competencies	
<ol style="list-style-type: none"> 1. Self-management 2. Communication 3. Kindness 4. Initiative 5. Teamwork 6. Problem Solving 	
Working Relationships	
Person/ Service	Purpose of Relationship
Ribbon NDIS Operations Manager	Support, training & supervision
Ribbon Staff	Professional mutual support & sharing of expertise
NDIA	Care Co-ordination and information sharing where applicable
Area Mental Health Services	Care Co-ordination and information sharing where applicable
Community Service Organisations	Care Co-ordination and information sharing where applicable
Family & Carers	Consultation and information sharing with consent
Wider Community	Regular promotion of Ribbon and the NDIS
Key Selection Criteria	
<ol style="list-style-type: none"> 1. Current and valid National Police Check, Disability Worker Exclusion Scheme Check and Working With Children Check 2. Knowledge of NDIS, Victorian health systems and community service organisations 3. Knowledge of state and federal laws relating to the NDIS, Mental Health Act 2014, Disability Act 2006, Carers Recognition Act 2012 4. Minimum Certificate 3 in Disability, Mental Health, Peer Work, Aged Care or related fields 5. Demonstrated experience supporting people living with disabilities and/or mental illness 6. Ability to work with people from diverse backgrounds 7. Understanding of person-centered approaches, strength-based practices and recovery orientated principles 8. Able to work autonomously and in a team 9. Excellent networking, interpersonal and written communication skills 9. IT competent with Microsoft programs and Client Management Systems 10. Current drivers licence, willingness to travel and access to a comprehensively insured motor vehicle 	

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