

# AUTISM ABILITIES

PO Box 190, Moonee Ponds VIC 3039 | 0466 814 770 | [info@autismabilities.com.au](mailto:info@autismabilities.com.au) | [www.autismabilities.com.au](http://www.autismabilities.com.au)

<b>POSITION TITLE</b>	<b>NDIS Support Coordinator</b>
<b>FTE</b>	<b>Part-time &amp;/or Full-time opportunities available</b>
<b>LOCATION</b>	<b>Positions available in Melbourne VIC; Sydney, Newcastle NSW</b>
	<b>Home-based – some local travel may be required</b>
<b>DATE</b>	<b>September 2020</b>

## 1. ABOUT AUTISM ABILITIES

Autism Abilities is a team of dedicated and caring NDIS Support Coordination professionals who are passionate about providing exceptional service to people on the autism spectrum. Our mission is to empower and support people with autism. We have the right combination of experience and know-how to help people find and connect with services, understand NDIS plans and navigate the complexities of the NDIS. As an autism specific service, we know that the needs of each person on the spectrum are as individual as they are. This knowledge informs and inspires us in our work every single day.

Since our inception in September 2018 we have enjoyed steady, organic growth and are fortunate to work with participants all across Melbourne and in regional Victoria. We are now seeking exceptional individuals who share our values to grow our team in Victoria and in New South Wales. We are a values-driven organisation and our core values of Care, Quality and Integrity are at the heart of the way we work and what we do every single day.



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## 2. KEY RESULT AREAS & RESPONSIBILITIES

Key Result Areas	Responsibilities
<b>Service Delivery</b>	<p>Provide Support Coordination to develop participant capacity to coordinate and manage supports and participate in the community.</p> <p>You will achieve this by assisting the participant &amp; their informal supports to:</p> <ul style="list-style-type: none"> <li>• Build their capacity and resilience</li> <li>• Exercise choice and control of preferred option/s or provider/s</li> <li>• Implement their NDIS plans</li> <li>• Budget within their plan</li> <li>• Work towards achieving their goals</li> <li>• Connect with appropriate supports – mainstream, informal and formal</li> <li>• Engage with consumers, supports and other stakeholders</li> <li>• Identify barriers and points of crisis</li> </ul>
<b>Compliance, Administration &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure accountable practice through accurate &amp; timely documentation.</li> <li>• Maintain accurate and up to date case notes.</li> <li>• Meet all reporting requirements by producing excellent progress &amp; outcome reports on time</li> <li>• Maintain up to date knowledge of NDIS systems and practices and liaise with NDIA and LAC.</li> <li>• Maintain up to date knowledge of local services and organisations that consumers can utilise.</li> <li>• Undertake all administrative tasks promptly and efficiently.</li> </ul>
<b>Organisational expectations &amp; directives</b>	<ul style="list-style-type: none"> <li>• Be a proactive, engaged member of the Autism Abilities team through active participation in our regular rhythm of meetings and collaboration with peers</li> <li>• Consistently meet required key performance indicators</li> <li>• Familiarise yourself with and adhere to Autism Abilities policies and procedures including the Code of Conduct</li> <li>• Demonstrate dedication and commitment to work in accordance with Autism Abilities values and behaviours.</li> <li>• Attend regular supervision and review meetings and implement an individual development plan</li> <li>• Contribute to or participate in Continuous Improvement (CI) activities and implement CI strategies into work practices.</li> <li>• Meet the challenges of change as it occurs within the service and organisation.</li> <li>• Actively assess, manage and where possible mitigate workplace risk including occupational health and safety, consumer related risk, reputation risk and personal risk.</li> </ul>

The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee's skill, qualifications, experience and competence level to meet the organisation's operational needs.

The position description may be amended from time to time at the organisation's discretion.

## 3. ORGANISATIONAL RELATIONSHIPS

LINE MANAGER: Team Leader, NDIS Support Coordination

INTERNAL RELATIONSHIPS: Support Coordination Team; Team Leader, CEO

EXTERNAL RELATIONSHIPS: NDIA, Local Area Coordinators, Stakeholders



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## 4. KEY SELECTION CRITERIA

- Bachelor of Social Work or tertiary qualifications in relevant and related discipline and/or equivalent professional/industry experience
- 2-3 years' experience within disability services or related services
- Demonstrated knowledge of the Disability sector, relevant legislation including but not limited to the Disability Act 2006, National Disability Insurance Scheme Act 2013, Victorian Disability Standards
- Demonstrated skills in independent problem solving, negotiating, creative thinking, self-initiative and capacity building for self and others
- Experience in person centred planning, support coordination and facilitation
- Demonstrated experience and commitment to supporting people with a disability to participate fully in their community
- Sound knowledge of support coordination practice, assessment, family dynamics, community support networks and services available to people with a disability and/or their families
- Demonstrated ability to work effectively as part of a team as well as work independently including working from home/off-site
- Current Victorian Drivers' License
- Willingness to undertake relevant pre-employment screening and checks

## 5. CONDITIONS OF EMPLOYMENT

**Pre-employment Disclosure** – all appointments are subject to the candidate completing a Pre-Employment Disclosure Form regarding pre-existing illnesses or conditions that may affect their ability to perform the inherent requirements of the position and consideration of the completed form by Autism Abilities.

**Probationary Period** – the first three (3) months of your employment is a probationary period in which either of the parties may terminate your employment on 1 days' notice in writing to the other party. At any time during or at the end of the three-month probationary period, the Employer may advise you as to whether and/or on what basis your employment will continue beyond the initial probationary period.

**Police Record Check** – all appointments are subject to a clear National Police Record Check. Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Home Affairs website: <https://immi.homeaffairs.gov.au/> search under 'police check'

**Working with Children Check** – all appointments (dependent on position responsibilities) are subject to a clear Working with Children Check. The appointee is required to provide details of the WWCC to the organisation.

**Disability Worker Exclusion Scheme (DWES) List Check** – Safety screening will include checking whether your name is on the Disability Worker Exclusion List (DWEL) maintained by the Disability Worker Exclusion Scheme (DWES) Unit. The DWEL includes names of persons unsuitable for employment as a disability support worker in a disability service previously provided, funded or registered by the Department of Health and Human Services.

**Occupational Health & Safety** – To adhere to OH&S policies, procedures and guidelines

**Qualifications** – the successful applicant will be required to substantiate formal qualifications.



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**Work and Family Balance** – the position may require some work outside of ordinary operating hours from time to time.

Autism Abilities understands the importance of promoting a family friendly working environment and promotes work-life balance by offering provisions that foster a culture of flexibility, support and wellbeing.

**Remuneration** - work hours, training and supervision and competitive salary (Social Community Home Care and Disability Services Industry Award [SCHADS] 2010 – level dependent on skills/experience).

## 6. APPLICATION DETAILS

Please provide the following information in your application:

- Cover letter
- Statements addressing the key selection criteria described in the position description above
- Current resume that includes a minimum of 2-3 referees

Autism Abilities conducts thorough and detailed pre-employment safety screening checks for short listed candidates and requires evidence of relevant qualifications.

The personal information that you have provided in your job application and resume will be used for the purpose of assessing your application and will be treated in accordance with our Privacy Policy or by request to us. If you are unsuccessful in securing a position with Autism Abilities we will hold your application for 3 months, after which time it will be securely destroyed/deleted.

Under Victorian WorkCover legislation, it is the duty of the successful applicant to advise Autism Abilities of any pre-existing condition which could be aggravated by the type of employment they are applying for. Failure to do so will seriously jeopardize any entitlement the successful candidate might have for a work-related aggravation of the non-disclosed and pre-existing condition.

Please send your application to [info@autismabilities.com.au](mailto:info@autismabilities.com.au)

