Latrobe Community Health Service

Get back to what matters

Position Description

Position title:	Local Area Coordinator
Job reference no:	25542
Salary:	TRP of $91,328 per annum including superannuation and the estimated benefit of full optional salary packaging
Classification:	SACS Level 4, Pay Point 2 (4XV2)
Award:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
Hours:	76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)
Position tenure:	Permanent
Remuneration benefits:	• 9.5% Superannuation • Access to discounted private health insurance • Salary Packaging (including novated leasing
Work unit / location:	Ovens Murray – Wangaratta, Wodonga or Benalla
Reports to:	Area Manager NDIS Local Area Coordination (LAC) Service – Ovens Murray
Program:	NDIS Local Area Coordination (LAC) Service
Contact person:	Amy Gartside, Acting Area Manager NDIS Local Area Coordination (LAC) Service - Ovens Murray Telephone: 0434 488 957
Application closing date:	Sunday 4 October 2020

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

The knowledge and experiences you gain with our clients – such as complex situations, their disability needs and their lifestyle aspirations – will enhance your learning and future career opportunities, as well as provide constant intellectual stimulation.

There will be challenges and learnings you will go through as a part of this new NDIS service offering, however you will be surrounded by colleagues and managers who will guide and support you.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Area Manager NDIS LAC Service and working under guidance from the Team Leader, the Local Area Coordinator is responsible for undertaking the pathway services.
The role will:

- Assist people with a disability, their families and carers to build and pursue their goals, exercise control and engage with the NDIS, and;
- Ensure that people with a disability can be supported outside of the NDIS by working with communities and mainstream services to build awareness and to become more inclusive of the range of needs and aspirations of people with a disability.
- Undertake duty work responsibilities.

Key objectives, duties and responsibilities

Operational

- Assist individuals eligible for the NDIS, their families and/or carers to develop an NDIS plan that supports the attainment of personal objectives through discussion and assessment as they transition through each stage of the NDIS pathway; pre-planning, planning, and plan review.
- Assist participants to develop a plan that includes their goals, strengths, needs and future aspirations. Discuss and explore options for community and mainstream support, informal support, and the inclusion of any reasonable and necessary funded supports.
- Assist participants with implementation of plan and ongoing monitoring and plan review whilst ensuring that the capabilities of all individuals are utilised to the greatest extent in developing and implementing their own plans.
- Recommend funding to the National Disability Insurance Agency (NDIA) for participants who have met the Access eligibility criteria.
- Meet service delivery key performance outcomes within productivity requirements.
- Ensure that contractual and organisational Key Performance Indicators (KPIs for planning with individuals eligible for the NDIS are met.
- Work with community based organisations to build and expand opportunities for greater social and economic participation for all people with a disability.
- Raise awareness and explain the NDIS its goals and functions to the community.
- Assist with linkages for people with disability who are not eligible for the NDIS to other mainstream and community supports through support with exploring options and building awareness within the community of the value and importance of inclusiveness and accessibility.
- Work across different sites and LGA's to assist with participant planning where required.
- Work in collaboration with all LCHS LAC services to provide a quality level service to all stakeholders as required.
- Provide support with any on-site, face to face, or over the phone enquires. Answer enquiries from the general public.
- Work in partnership with NDIA to provide information for the best outcome for participants.
- Liaise with NDIA, providing recommendations of funded supports, developed in conjunction with the National Disability Insurance Scheme Act 2013 that support individuals to reach their full capacity in attaining goals and objectives.

Best Practice

- Provide information to participants and their carers on their rights and responsibilities.
- Ensure a participant centred focus is maintained at all times through practices of encouraging self-driven planning, decision making and plan implementation wherever possible to maximise participant choice and control.
- Maintain participant/carer privacy and confidentiality.
- Implement mechanisms to ensure continuous quality improvement within the LAC Service.
- Ensure participant interactions are outcome orientated and consistent with legislation.

Team Development

- Attend and contribute to regular team meetings.
- Participate in the growth and development of the team.
- Support peers while respecting individuality.

Organisational Development

- Contribute to decision making processes.
- Provide reports as requested by the Team Leader LAC Service and Area Manager LAC Service.
- Maintain participant records in accordance with organisational and Agency standards.
- Be responsible for the collection and collation of data and statistics as determined by the Area Manager LAC Service.
- Complete required program data collection within the timelines of the program requirements.
- Participate in a duty worker roster as required.

Community Development

- Attend community meetings as required.
- Provide community presentations as required.

Professional Development

- Participate in staff development opportunities as planned and required.
- Participate in regular supervision with the Area Manager LAC Service and/or Team Leader LAC Service.
- Participate in an annual performance review and development plan.
- Maintain professional registration (where required) and keep up to date with professional practice issues.
- Practice in accordance with Commonwealth and State Government legislation and regulations.

Special Projects

- LAC staff may from time to time be required to undertake additional work on special projects for the organisation. This work will be consistent, unless otherwise agreed to by both parties, with those duties of the Local Area Coordinator as set out above.

Selection criteria:
Applicants must address the selection criteria for consideration.

1. Demonstrated understanding of the National Disability Insurance Scheme Act (2013), the National Disability Services Standards, and the needs of people with a disability, their families and carers.
2. Ability to assist people with a disability develop a plan that includes their goals, strengths, needs and wishes, options for community, mainstream and informal support, and any reasonable and necessary supports recommended to be funded.
3. Effective time management skills and demonstrated ability to achieve key positional performance indicators within a required time.
4. Strong knowledge of the principles of person centred care and demonstrated ability to apply this approach.
5. High level communication, negotiation and conflict resolution skills.
6. Proven ability to liaise with a variety of service providers, professionals, caregivers and other internal and external stakeholders.
7. Demonstrated experience in continuously improving the quality of customer services.
8. Demonstrated information technology competency in using computers and tablets.

Job requirements:
Applicants must meet the following job requirements:

Desirable:
1. Qualifications in and or lived experience of disability will be highly regarded.

Other requirements:
1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a Health Care Worker C and is exempt from immunisation status requirements.
2. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
3. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This check is renewed every 2 years.
4. A Disability Worker Exclusion Scheme (DWES) check shall be undertaken prior to appointment.
5. In addition and prior to appointment, a DHHS and NDIA security clearance shall be undertaken. At times, clearance may take longer than 28 days which delays appointment.
6. Prior to appointment, credentialing documentation must be completed and verified.
7. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
8. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director NDIS Services
Date:	09.05.2019

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /