

Position Title: Disability Services Coordinator (Alice Springs)

Reporting to:	Regional Manager, Alice Springs
Direct Reports:	Disability Services Team Leaders
Hours of Work	38 hours per week (Monday to Friday)
Remuneration Package	Salary and leave entitlements as determined by the SCHADS Award Level 4, including: superannuation calculated on ordinary earnings; five weeks' annual leave and two weeks personal/carer's leave. Salary packaging is available to all Somerville employees.
Liaises with internally	Director Disability Services, Regional Manager Alice Springs, Disability Services Leadership Team and Somerville Staff
Liaises with externally	Government Departments as required (e.g. Office of the Public Guardian, Office of the Public Trustee, Department of Transport), participants' families and friends and other agencies as required.
Purpose of the Position	To provide competent leadership and direction in the provision of quality community based supported living services for people with disability across multiple locations (up to four community houses at any given time).
Essential Criteria	<ol style="list-style-type: none"> 1. Tertiary qualifications, minimum Certificate IV Disability Worker. 2. Significant experience working with people with a broad range of disabilities 3. Understanding and ability to implement the principles of Person-Centred Practices, Social Role Valorization and Positive Behavioural Support Framework 4. Understanding of and commitment to implement the principles and practices of the National Disability Insurance Scheme 5. Understanding of restrictive practices framework and a commitment to supporting participants in a way that uses the least restrictive measures 6. Sound communication skills – verbal and written 7. Ability to work effectively in a team environment 8. Effective organisational and time management skills 9. Commitment to cross cultural awareness 10. High level of professionalism including the confidential management of all organisational, client and employee information
Desirable Criteria	<ol style="list-style-type: none"> 1. Previous experience in a similar leadership role
Essential Human Resource Requirements	<ol style="list-style-type: none"> 1. Commitment to work to organisation policies and procedures 2. Comply with Somerville's Code of Conduct 3. Implement Occupational Health Safety practices 4. Commitment to continuous organisational and professional development 5. Current Northern Territory Drivers Licence and the ability to travel independently 6. Current National Criminal History Check 7. Working with Children Clearance (NT Ochre Card) 8. Senior First Aid Certificate. 9. Vaccinations – Influenza, Hepatitis A and B
Other:	<ol style="list-style-type: none"> 1. A probationary period applies to this position with continuing employment subject to a 3 month probationary review from commencement. 2. In the event of a cyclone or flood, the Coordinator Disability Services will be required to assume responsibilities as per Somerville's Cyclone and Flood Procedures (also refer to Duty Statement for this position regarding responsibilities of the position in the event of major disasters).

COORDINATOR DISABILITY SERVICES

TASKS AND RESPONSIBILITIES

CORE MANAGEMENT DUTIES:

1. **Leadership Responsibilities:** Provide competent, appropriately styled leadership to Somerville's Supported Accommodation Program through:
 - a. modeling adherence to organisational policy and procedures and the theories that underpin the Disability Services program.
 - b. have active input into the development and review of organisational policies, procedures and operational statements.
 - c. actively leading training groups, including the presentation of case studies.
 - d. assisting the Disability Services' Management team with the development and implementation of new initiatives.
 - e. participating in professional development opportunities.
 - f. adhering to required standards of operation and ensuring that those standards are effectively met;
 - g. undertaking regular mentoring, supervision and performance management for a team of disability support workers.
 - h. undertaking at a minimum; weekly touch point sessions with all Team Leaders
 - i. participate in the recruitment process of disability support workers through activities such as: interview, recommendations regarding staffing arrangements and provision of detailed orientation onsite at the house and one-to-one training for new staff.
 - j. in consultation with the Regional Manager, Alice Springs and Manager People & Culture induct, train, effectively utilise and directly supervise support staff. Discuss performance issues with the Regional Manager, Alice Springs and Manager People & Culture and undertake performance management as required.
 - k. facilitate an effective working relationship with the people that we support, their families, organisation staff, the community, allied health professionals and other people significant to the people we support, through clear communication and a willingness to work towards the resolution of any concerns. Ensure that staff who have a direct reporting responsibility understand their responsibilities within this area.
 - l. maintain the appearance of the home environment by conducting regular maintenance and operational checks and reporting any maintenance requirements or hazards.
 - m. provide and maintain, as far as practicable, a working environment that is safe and without risks to health and ensure staff are aware of the need to exercise personal responsibility for their own safety and cooperate in preventing harm to others.
 - n. maintaining an "On-call" procedure, as per roster, along with other Coordinators whereby situations arising at any house out of office hours can be responded to (refer Organisation Policy).
 - o. effectively demonstrate an awareness and sensitivity to the cultural, traditional and spiritual needs of the people that we support.

2. **Administrative responsibilities:** Ensure the accurate and timely maintenance of all designated office and administrative tasks necessary for the effective management of the house through adherence to designated timeframes. Administrative tasks relate to both service operation and records of individual service users. This includes provision, as required, of all statistical and program reporting material. Administrative tasks may include but not limited to:
 - a. Reporting including:
 - i. monthly reports to management
 - ii. completion of SIL reporting (12 month point)
 - iii. completion of required Coordination of Support reports at 3, 6 and 9 months
 - iv. Critical Incident Reporting in line with National Quality and Safeguarding requirements
 - v. Incident and Accident reporting
 - vi. WHS reporting
 - b. undertake team meetings on a monthly basis and provide corresponding minutes
 - c. collation, data entry and analysis of all data collection sheets and operational forms and checklists
 - d. oversight and monthly reconciliation of individuals funds and household petty cash
 - e. communication with and accurate documentation of conversations with family, friends, guardians, health practitioners and the like
 - f. ensuring appropriate budget and responsible staffing and rostering.
3. **Direct care support:** Work together with the Team Leader and relevant professionals to train direct support staff in undertaking direct care duties for individuals as specified in their personal care profile. Duties may include:
 - a. Role modelling and training in implementing personalised personal care routines such as bathing, toileting including the use of continence aids, dressing and grooming, eating / feeding, medication management.
 - b. Role modelling and training in techniques used for transferring and mobility of people with disability
 - c. Role modelling and training in implementing personalised training programs with people supported in the program in a diverse range of areas including: shopping, transport, communication, managing finances, meal preparation, medication management, housework and basic home maintenance.
 - d. Role modelling and training in implementing effective behavioural support to individuals under the direction of the Behaviour Support Specialist and in line with their written interaction guidelines. A commitment to supporting people in a way that uses least restrictive measures.
4. **Understanding of and commitment to the theoretical principles that underpin Somerville Service delivery.** Ensure that the people that we support are given the opportunity to achieve quality lifestyle through:
 - a. maintenance of an environment which identifies and meets individual needs and contributes to personal growth through the development, monitoring and implementation of programs/guidelines/prescriptions
 - b. ensuring that people are accorded privacy, dignity and confidentiality at all times
 - c. providing encouragement and assistance to people to pursue their own individual interests, hobbies and friendships and assisting them to exercise choice, initiative and self-expression
 - d. providing effective behavioural support, and
 - e. enabling people to participate and be involved in their chosen communities.

SUPPORTING SOMERVILLE’S WORKPLACE CULTURE:

1. Commitment to assist those disadvantaged in and damaged by our society through the provision of appropriate service delivery models.
2. Commitment to the principles and practices of cross cultural awareness and engagement.
3. Commitment to the principles of workplace diversity.
4. Commitment to supporting and adhering to Somerville’s policies and procedures including Somerville’s Code of Conduct and Somerville’s Child Wellbeing Code of Conduct.

OTHER DUTIES:

The Coordinator Disability Services is an integral member of Somerville’s Disability Services Team. From time to time there may be duties required by the Regional Manager, Alice Springs and or Director of Disability Services that are not listed within the duty statement.

There may be times where the Coordinator Disability Services is required to work outside of usual business hours and undertake intra / interstate travel for the purposes of supporting participants and or representing the organisation.

In circumstances of emergency situations (cyclone, flood, fire, other) attend onsite at designated location and provide assistance to the Disability Services Management team.

I understand the requirements of the position and the organisation and am able to fulfil the obligations outlined in the duty statement and Somerville’s policies and procedures.

Signature: _____

Date: _____