



POSITION TITLE	NDIS Support Coordinators NDIS Specialist Support Coordinators
FTE	Full-time preferred
LOCATION	All locations - Metropolitan Melbourne & regional Vic Home-based – some local travel may be required
DATE	February 2022

1. ABOUT AUTISM ABILITIES

Autism Abilities is a team of dedicated and caring NDIS Support Coordination professionals. We are passionate about empowering and supporting people with autism to live life well. We have the right combination of experience and know-how to help people find and connect with services, understand their NDIS plans and navigate the complexities of the scheme. 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.

To meet demand, we are looking for exceptional individuals to join our team.

We are a truly values-driven organisation and our core values are at the heart of the way we work and what we do every single day. Read more about our core values on our website:

<https://autismabilities.com.au/values>

We are looking for exceptional individuals to expand our team and provide first class Support Coordination and Specialist Support Coordination services to autistic people and their loved ones.

What do we look for?

We would love to hear from you if you:

- Are passionate about empowering and supporting people with autism to live life well
- Are committed to person-centred and strengths-based practice
- Have a minimum of twelve months experience in NDIS Support Coordination (or similar) role
- Have insight and in-depth understanding of autism (professional and/or lived experience)
- Strongly align with Autism Abilities' Core Values: **Be Memorable, Be Knowledgeable, Be Inspiring, Come from the Heart, Make It Happen.**

Additional Criteria:

- NDIS expertise – good understanding of NDIS plans, budgets and operational guidelines
- Excellent listening and verbal communication skills
- Demonstrated skills in independent problem solving, negotiating, creative thinking, self-initiative and capacity building for self and others
- Strong interpersonal and relationship building skills
- Ability to work independently and as part of a team
- Ability to produce professional reports on time and to very high standard

- Ability to monitor and maximise participant's NDIS budgets and high-level administrative skills to ensure all requirements are met within the required timeframe
- Demonstrated strong time management skills including being able to prioritise tasks
- Bachelor of Social Work or tertiary qualifications in relevant and related discipline *and/or* equivalent professional/industry experience
- 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 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
- Valid Driving Licence and reliable vehicle
- NDIS Commission Worker Screening check
- Working With Children Check

Autism Abilities is seeking only the highest standard of professionals with experience and/or qualifications in a relevant field. We are looking for individuals with the right skills and experience to offer level 2 and/or level 3 support coordination services. It is important to have thorough, detailed knowledge of the NDIS and support coordination activities as well as knowledge and understanding of autism which may or may not include lived experience.

What do we offer?

This is an exciting time to join a truly values driven organisation with ambitious plans. Making Autism Abilities a great place to work is an integral part of our strategic plan. This means you can expect:

- **Flexible work arrangements** – our coordinators work from home and connect regularly as a team both online and face-to-face. In 2022 we will be opening our first Autism Abilities centre – a place to meet with our participants, be more visible within our community and connect, learn and work together as a team
- **Regular supervision and heaps of support** – individual case consults available each day, weekly group case conferences, peer support opportunities and quarterly supervision – at AA we work hard to ensure everyone is connected and supported
- **Learning and development focus** – an annual individual training budget for your personal and professional development to use as you choose; regular team meetings with internal & external PD sessions, subscription access to industry online learning platforms and more
- **Remuneration** – we currently have opportunities for casual employment and/or independent contractors to suit your requirements. We offer excellent hourly rates for contractors plus super or competitive pay rates and benefits in accordance with the Social Community Home Care and Disability Services Industry Award [SCHADS] 2010 – level according to qualifications, skills & experience.
- **Amazing culture and supportive team** – Autism Abilities is a team of dedicated and caring NDIS professionals with an amazing and supportive culture.

Autism Abilities is seeking only the highest standard of professionals with the right skills and experience to offer level 2 and/or level 3 support coordination services to autistic people. It is important to have thorough, detailed knowledge of the NDIS and support coordination activities as well as knowledge and understanding of autism which may or may not include lived experience.

If this is you, we'd love to hear from you. Please send a copy of your resume and tell us why this is the perfect opportunity for you. Claire Kilner, CEO & Founder at info@autismabilities.com.au

All genuine enquiries are welcome. Thank you for your interest in Autism Abilities.