

## Rubix Support

With significant experience in the disability sector within government and community organisations, Rubix Support is passionate about supporting people with cognitive impairments lead the life they want to live and to achieve their goals and aspirations. Rubix Support provide support to people aged between two years to sixty-five years old. We are a registered provider under the NDIS and provide services across four main areas - positive behaviour support, sexuality and relationship education, support coordination and lifestyle support. We are focused on evidenced based best practise and are passionate about achieving positive outcomes for the people we support.

### Mission

Rubix Support's Mission is to improve the personal wellbeing of people with cognitive impairments with complex support needs through specialised, coordinated assessments and support; and to provide extensive training and support to its empathetic, experienced and energetic staff.

### Vision

Our Vision is to be a leader in the provision of evidence-based, practical, individualised behaviour assessment and support for people with intellectual impairments with complex support needs.

### Our Values

Passionate | Inclusive | Progressive | Authentic

### Our People

Rubix Support seeks to engage energetic professionals who are committed to supporting people with cognitive impairments, working towards achieving their lifestyle choices. Providing support aimed at maximising the living, employment, social and recreational skills of participants, with a focus on promoting independence, community participation, lifestyle choices and self-advocacy.

## Specialist Support Coordinator – Job Description

**Work Type:** Full Time (Part Time of four days considered)

**Classification:** Social, Community, Home Care and Disability Services Industry Award [MA000100]

**Location:** Ivanhoe East, Melbourne

## Accountabilities

- Assist people to find specialised services and support in keeping with their NDIS plan goals and funding.
- Use your substantial knowledge and skills to ensure that the person's goals are being achieved through advocacy and support.
- Research, coordinate and manage a range of supports to suit the participant's needs across multiple providers.
- Actively support participants to connect with their communities and encourage participation in both mainstream and community options.
- Work closely with the person's family and support network.
- Maintain documented evidence to demonstrate that Rubix Support and NDIS procedures are followed.
- Communicate professionally and be responsive when working with external providers within complex care teams.
- Be effective in advocating for positive outcomes and ensuring service providers are meeting timelines.
- Be able to work independently in remote settings but maintain effective communication with management.
- Have strong administrative and record-keeping skills, ensuring adherence to privacy and confidentiality legislation.
- Ensure completion of NDIS participant service agreements and other related documentation.
- Write reports that address the referral purpose in user-friendly formats.

## Key Selection Criteria & Personal Qualities

- Relevant qualification (as below) with experience in supporting people with a disability who may display behaviours that challenge others.
- Strong reporting writing skills that match the intended audience.
- Demonstrated knowledge, experience and understanding of the support needs of people with disability across home and community settings.
- Well-developed communication and interpersonal skills including the ability to work and communicate effectively with participants, their families, community agencies and other professionals.
- Focused on supporting individuals to increase their quality of life through self-determined and person-centred thinking.
- Able to adapt and be flexible to changing Participant needs, while prioritising tasks in an efficient manner
- Ability to manage time and workload priorities.
- Demonstrated knowledge of Support Coordination frameworks and the National Disability Insurance Scheme expectations of Support Coordination for Participants of the Scheme.
- Ability to utilise personal skills and experiences to support and manage difficult situations.
- Commitment to social justice and inclusion and valuing difference and diversity.
- High standard of personal integrity and commitment to the organisational values.
- Able to work independently and make calculated decisions based on training and knowledge and being accountable.
- Value and enjoy teamwork and ability to collaborate with others to achieve common goals.
- Ability to facilitate and adapt preferred style to influence others to achieve planned participant outcomes.

## Work Health and Safety

- Undertake all your work with consideration to personal health, safety requirements and that of others.
- Report all hazards and/or injuries promptly on appropriate form.
- Carry out all duties with diligence and due care for personal safety and the safety of others.

## Safety Screening

- Two professional references to be provided
- A clear NDIS Worker Screening Check (to be completed prior to commencement).
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment. Currency will need to be maintained by the employee for the period of employment.
- 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 Immigration website [www.immi.gov.au](http://www.immi.gov.au) and can be searched for under the phrase, 'penal clearance certificate.'

## Qualification & Training Requirement

- A tertiary qualification in one of the following disciplines – social work, speech pathology, psychology, occupational therapy or developmental educator (with current membership with Developmental Educators Australia Inc.).
- Successful completion of the NDIA's Worker Orientation Module 'Quality, Safety and You' (<https://www.ndiscommission.gov.au/workers/training-course>). Applicants will need to provide this NDIA generated Certificate prior to commencement.
- A driver's license is required as you will be required to drive to participants and their family's homes and locations.

## Employment Conditions

- Successful applicants will be employed on a Full Time (Part Time considered) basis.
- Rubix Support employs Specialist Support Coordinators under the Social, Community, Home Care and Disability Services Industry Award [MA000100].
- Specialist Support Coordinators report to Team Leaders, Support Coordination.
- Flexible working arrangements.
- Opportunity for progression.