

Position Description

Position:	Skills Development Coach
Team:	Aspire
Reporting Line	Director, Quality and Practice

Role Purpose

The Skills Development Coach works in partnership with individuals to build skills, confidence, and independence aligned with their personal interests, goals, and aspirations. Through tailored, strengths-based coaching, the role supports people to develop independent living skills, establish meaningful community connections, and progress toward employment or further development pathways (such as WorkLink, Project SkillUp or Customised Employment). The ultimate purpose of the role is to empower individuals to become self-reliant, gradually reducing the need for paid supports as they grow into the life they want to lead.

Key Responsibilities

- **Complete Discovery:** Initially, work with your participant and complete a "deep dive" to get to know them and their goals, aspirations, and current skills.
- **Create a Tailored Plan:** Build a customised and tailored plan focusing on their Goals and Skills Development.
- **Deliver One-to-One Support:** Tailored exactly to when and how the person needs it.
- **Teach Practical Life Skills:** Work with individuals and or small groups to master the specific social and independent living skills they need to thrive.
- **Foster Community Immersion:** Help people build real relationships and a sense of belonging right where they live.
- **Monitor & Celebrate Success:** Apply measurement tools to track progress, share regular updates on skill development, acknowledge achievements at every stage.
- **Work with their Circle of Support to include everyone on the journey:** Actively facilitate strong positive relationships with the person supported and their broader Care Team
- **Demonstrate MLV's agreed behaviours** in all facets of work:
 - Give it a go, step in
 - Take responsibility
 - Build capacity and capability
 - Reward and Challenge
 - Seek to understand.

Specific Measures of Success

- Achieve 100% satisfaction rate for each person supported
- Supported people show increased independence and self-reliance

Key Competencies

Mindset

1. Belief that people of all abilities can and deserve to reach their potential, whether this means they want paid employment or be as independent as they can be.

2. Deep commitment to helping people with disability live a genuinely meaningful adult life.
3. Curious and learning approach – for example, understanding why a strategy did not work and being flexible and adaptable in adjusting.
4. Solution-focused.
5. Patient; tenacious – ability to persevere in the face of failure and adversity.
6. Resilient, positive and adaptable.
7. Highly supportive.
8. A willingness to advocate and support people with disability to live an inclusive life in their own, or chosen, communities.
9. Strengths-based.

Skills

1. Excellent leadership abilities – the ability to coach and mentor a variety of stakeholders, including people supported, employers, families, professionals and colleagues.
2. Creative analytical and problem-solving skills which can be applied to implementing and adjusting support strategies.
3. Demonstrated ability to set high expectations and motivate and support self and others to achieve those expectations.
4. Strong coaching skills - ability to understand what needs to be learned and develop effective ways to build skills in others.
5. Demonstrated collaboration and stakeholder management skills, highly developed interpersonal communication skills and excellent customer service.
6. Advanced inter-personal communication, ability to build rapport and communicate with a range of stakeholders.
7. Solid information technology skills in a Microsoft Office environment.
8. Impeccable organisation skills and proven ability to prioritise and plan within a dynamic environment.

Experience

1. Relevant tertiary qualifications (disability, social work, allied health or similar) are highly desirable but not compulsory.

Other requirements

- All staff must have a satisfactory NDIS Worker Safety Screening and Working with Children Check.
- This role involves frequent outreach. As such, it is essential that employee hold a current Driver's Licence.