



Role	NDIS Support Coordinator 0.6 EFT
Award/Enterprise Agreement:	Community Health Centre (Stand Alone Services) Social and Community Services Employee Multi Enterprise Agreement 2022
Classification/Grade:	L3PP5
Reports to:	NDIS Support Coordination Team Leader / Manager Health Promotion and Community Health
Supervises:	N/A
Internal Liaison:	Team Leaders Managers
External Liaison	Peak agencies NDIA
Job Status:	Part-time

About us

For more than 30 years, Northern District Community Health (NDCH) has worked to build healthy, inclusive, and connected rural communities. Our priority is ensuring our clients have the support they need to stay in their homes so they can continue to engage with, and participate in, their local community.

NDCH provides medical care, mental health support, chronic disease management, community-based programs and in home-based services to foster vibrant, healthy communities while providing rewarding career opportunities for passionate professionals.

Our service has grown to span the Gannawarra, Buloke and Loddon Shires and more recently extended into the Rural City of Swan Hill. With more than 140 employees and 170 volunteers, our service encompasses picturesque towns like Cohuna, Kerang, Boort and more.

Together, our team works to provide critical community health and preventative care services and support for rural communities. NDCH’s connection to local communities, coupled with our partnerships with regional health and community services, is what allows us to improve the health and wellbeing of people in the Loddon Mallee region.

Job Summary

The primary purpose of this role is to provide Support Coordination to National Disability Insurance Scheme (NDIS) participants and assist them in achieving the goals set out in their NDIS plans.

The successful applicant will provide support to participants in understanding and implementing their NDIS plans and connecting them with appropriate support services. They will also coordinate and manage the delivery of client services while ensuring compliance with NDIS practice standards.

Responsibilities and Role Accountabilities

- Building participants' capacity to navigate the NDIS and make informed decisions.
- Monitoring plan budgets and the effectiveness of supports provided.
- Linking participants to community and government services to enhance their support network.

Important Skills and Experience for this role include:

- Highly developed interpersonal skills.
- Demonstrated high level organising and planning skills.
- Demonstrated highly developed problem-solving skills.
- Skilled in the use of technology.
- Demonstrated understanding and application of professional boundaries.
- Lived or living experience of disability and/or engagement with the NDIS.
- Ability to work with a culturally safe approach.
- Interest in working with people with disabilities.

What success looks like for this role?

- A minimum Certificate 4 in Community Services or equivalent, or
- At least two years of relevant experience in working with people living with disabilities.

Selection Criteria

Capability	Detail
Support and understanding	<ul style="list-style-type: none">• An understanding of, and a desire to work within rural communities to support vulnerable populations.• A capacity to support people with a disability to achieve their goals.
Sector Knowledge	<ul style="list-style-type: none">• Awareness of how to access and connect clients to services and supports within local health, social and community support systems.• Basic understanding of the NDIS purpose and the role of Care Coordination
Financial acumen	<ul style="list-style-type: none">• Proven ability to manage services within set financial budget.• Capacity to forecast future costs on the basis of the anticipated cost of care needs.
Communication	<ul style="list-style-type: none">• Excellent communication skills – written (including ICT), verbal and presentation.• Demonstrated ability to work independently and as a member of an inter-disciplinary team

Capability	Detail
Attention to detail	<ul style="list-style-type: none"> • Strong attention to detail with budget management and organisational skills. • Ability to manage time accordingly to meet task and program requirements.

Preferred Expertise

- NDIS Care coordination experience
- Current drivers licence.
- Current Police Check, NDIS Screening Check and Working with Children Check or willingness to obtain one.

Why chose NDCH.

At NDCH, we are driven by core values that shape our every action. We strive to cultivate a workplace where courage, inclusivity, and unwavering commitment are not just ideals, but integral to our daily operations. Here, diversity isn't just embraced - it's celebrated as a cornerstone of our success.

If you're seeking a new challenge, NDCH also offers professional development opportunities, including personalised mentoring and leadership programs.

Benefits

- **Remuneration:** staff are paid in line with Award agreements.
- **Employee wellness package:** access to our health and wellbeing program including EAP support for personal and professional assistance for you and your family.
- **Supercharged benefits:** unlock salary packaging and free parking.
- **Personal growth opportunities:** access an annual professional development budget, a staff mentoring program, in-house coaching, training and upskilling opportunities and leadership pathways through the Alliance of Rural and Regional Community Health.
- **Culturally inclusive workplace:** work in for an organisation where cultural awareness and recognition are fostered and celebrated.

Employee Signature

Manager Signature

Employee Name
(please PRINT IN CAPITALS)

Manager Name
(please PRINT IN CAPITALS)

Date

Date