



Position Description

Respite (STA) and NDIS Coordinator

Reports to:

- NDIS Manager

Direct reports:

- None

Award level:

SCHADS award level 2 or 3, depending on education and experience

Special Provisions:

- Ability to obtain and maintain NDIS Worker Screening clearance.
- Willingness to adhere to MJDF's and/or Government mandated vaccination policies and provide proof of compliance.
- Ability to obtain and maintain an NT class C manual drivers' license.
- Willingness to travel to remote communities (by light aircraft or 4WD- although this is not a regular requirement of the role)

Summary of the position:

This position is a full-time role that combines two roles: Respite (STA) Coordinator (50%) and NDIS Support Coordinator (50%):

The Respite (STA) Coordinator part of the role will have overall responsibility for managing the day to day processes required to ensure clients have the best possible respite (short term accommodation) outcomes, in line with the goals in their NDIS plans.

The Respite (STA) Coordinator is responsible for:

- Mentoring and directing the day-to-day work of family support workers and aboriginal community workers;
- liaising internally with the MJDF Community Services staff;
- ensuring that the program of activities set during respite, is achieved, or that alterations to the program are discussed and communicated with clients, NDIS support providers and other stakeholders involved in the activity.

The NDIS Support Coordinator part of the role has overall responsibility for managing the day to day processes required to ensure clients have the best possible outcome in line with the goals in their NDIS plans.

Key Responsibilities:

The following responsibilities are not exhaustive and may include others:

Respite (STA) Coordinator:

- Liaise with the NDIS Manager to determine the requirement of respite for client(s), carers and/or family;
- Create interim Short-Term Accommodation budgets for respite clients;

- Arrange rostering for respite clients and shifts for staff;
- Coordinate and manage the day to day requirements of respite support for clients;
- Train, mentor and guide family support workers and aboriginal community workers in regard to the requirements of respite support for clients;
- Liaise with and facilitate participation in MJD Foundation Community Services Team activities;
- Step in to perform the duties of family support workers and aboriginal community workers when required;
- Monitoring of reporting compliance;

NDIS Support Coordinator:

- Support internal NDIS administrative procedures, and ensure they are improving, updated and communicated to staff;
- Action referrals in a timely manner;
- Provide support for the NDIS participant to assess mainstream, community, informal and provider options;
- Arrange for any assessments required to determine the nature and type of funding required;
- Determine budgets for support types and advise of the breakdown of funds;
- Establish the appropriate claim categories and attribute the correct amount of funds;
- Help strengthen and enhance participants capacity to coordinate supports, self-direct and manage supports and participate in the community;
- Develop CoS reports for submission to the NDIA and liaise with the Manager of Community Services to gather relevant clinical reports in preparation for CoS Reports

Selection Criteria:

- Experience working with people living a disability, or other relevant experience;
- Relevant qualifications (Community Services/ Disability) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training;
- The ability to communicate clearly and effectively, sensitively and respectfully with Aboriginal and Torres Strait Islander people;
- Ability to demonstrate a mature and person-centred approach (by providing examples and via references);
- Excellent ability to communicate effectively, both orally and in writing;
- Ability to train, supervise, mentor and guide staff in a community disability care environment;
- A commitment to person and family-centred practice and working within the MJD Foundation 'Our Way' approach;
- Experience in developing budgets and working within set financial parameters;
- Experience in participating in an on-call roster;
- Experience in planning, developing and delivering team meetings and training;
- Knowledge of the NDIS practice standards applicable to NDIS direct service delivery.
- Ability to understand NDIS regulations including provisions relating to reasonable and necessary supports and the role of the mainstream service system;
- Ability to be highly organized and meet set deadlines;

Desirable criteria:

- Knowledge of, and proven experience working in Indigenous communities and alongside Aboriginal community workers.
- Ability to communicate in Andiliyakwa, Yolgnu Matha or Kriol languages.
- Understanding of the mechanisms and processes of Machado Joseph Disease.