

Position Description

(Human Resources)

Organisation Context

Accessible Diversity Services Initiative Limited. (ADSI) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity and social justice. It is committed for developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability.

For more information of ADSI, please visit www.adsi.org.au

Position Details

Job Reference:	NDISSCCW	Version:	1
Position Title:	NDIS Support Coordination Caseworker		
Award Classification:	SCHADS Level 4	Employment Conditions:	As per Contract

Relationships

Accountable to:	ADSI Board of Directors through the CEO
Reporting to:	Community Services Manager
Direct Reports:	Varies

Essential Selection Criteria

1	Tertiary qualifications in Social Work, Psychology, Occupational Therapist
2	2-year or more paid experience with a NDIS service provider or similar
3	Knowledge of the NDIS service model and ability to attract/retain Support Coordination participants
4	Ability to interpret services, negotiate with clients and implement individual plans
5	Demonstrated case management experience obtained from electronic platforms
6	Sound time management skills to prioritise workload in a busy and changing environment
7	Proven skills to keep records and report timely and accurately
8	High English proficiency, both verbal and written
9	Intermediate computer skills, including Microsoft Office and Internet use
10	Current NSW Working with Children Check (Paid Worker) Clearance
11	Current National Police Check (Paid Worker) Clearance

Desirable Selection Criteria

1	Full NSW Driver's license
2	Current First Aid Certificate
3	Ability to speak a second community language other than English, such as Mandarin/Cantonese
4	Experience working in a culturally and linguistically diverse (CALD) environment

Primary Roles	Employee Initial
Provide support coordination under the National Disability Insurance Scheme (NDIS)	
Responsible for quality services and records in relation to support coordination	

Position Specific Duties	Employee Initial
Provide NDIS support coordination to participants to identify and plan strategies to achieve their personal goals as specified in their NDIS plans, within a person-centred framework	
Liaises with carers, families and significant others involved in providing care, including specialist generic agencies and other mainstream service providers	
Support participants in facilitating their independence by enabling empowerment and choice, and the promotion of personal resilience and social inclusion	
Support participants to be implement their NDIS plan to maximise the value for money they receive from their supports	
Assist and coach participants on how to utilise the NDIS participant portal to make service bookings and changes, empowering participant choice and control	
Develop trusting, positive and professional relationships with Participants and service provider	
Conduct community presentations to raise awareness of the NDIS, including people with a disability in mainstream support	
Maintain accurate records timely in the case management system and provide progress reports and annual reports, strictly adhere to the ADSI Standards and/or P&P	
Follow directions from the Management regarding service improvements within the organisation, which may include additional duties from time to time	
Work collaboratively with other ADSI staff, government and/or non-government agencies to meet special and/or ad hoc needs of settlement services clients	
Attend interagency meetings / forums when necessary or as required	
Other duties that commensurate with the functions and roles of the position	

Position Specific Focus		Employee Initial
Service Type	National Disability Insurance Scheme (NDIS)	
Cultural Group	All, in particular Chinese	
Age/Gender Group	All	
Service Focus	Support Coordination / Case Management	

General Duties for All ADSI Employees	Employee Initial
Adhere to ADSI mission, vision and values	
Adhere to the ADSI Policies & Procedures, service principles and standards	
Maintain client and organisational privacy and confidentiality	
Attend regular supervision and staff meetings	
Attend relevant training and professional development	
Maintain appropriate records and statistics	
Share information and resources with other ADSI staff	
Compliant with all WH&S requirements at ADSI	

Declaration	Employee Initial
NSW Working with Children Check (Paid Worker) clearance is mandatory for Employee of this position prior to employment commencement.	
National Police Check Clearance is mandatory for Employee of this position prior to employment commencement.	

Signature

 Manager Name
 Position
 Accessible Diversity Services
 Initiative Limited

Signature

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 XXXXX
 Employee

Date

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Date
