

Position title	NDIS Mental Health Support Coordinator	Cost code	NDS1
Position holder	Vacant		
Program	Business Services		
Funded by	Grampians Community Health		
Based at location	Stawell		
Responsible to	<ul style="list-style-type: none"> • Manager Business Services • General Manager Business and Innovation • Chief Executive Officer 		
Direct reports	None		
Award	Grampians Community Health Mental Health Service Enterprise Agreement 2012-2016		
Classification	Mental Health PSO Level1 Yr 1 to Mental Health PSO Level 3 Yr 4		
Hourly rate	\$21.44 to \$30.51	Annual	\$42,369 to \$60,288
Status	Part time		
Hours per week	30.4		
PD last updated	July 2019		

Position summary

The NDIS Support Coordinator ensures the planning and delivery of a flexible, integrated and timely service for NDIS Mental Health consumers, promoting choice, empowerment, independence, wellness and enablement within the delivery of consumer focussed care.

Key responsibilities

1. Ensure the planning and delivery of a flexible, integrated and timely service including:
 - Assessment and reassessment as required
 - Creation and monitoring of budgets
 - Support planning and goal setting
 - Ongoing monitoring and review of consumer support requirements.
2. Support the relationship between the consumer and the significant other to ensure optimal outcomes for both.
3. Promote choice, empowerment, independence, wellness and enablement within the delivery of consumer focussed care.
4. Develop, monitor and review individual support plans and budgets in consultation with the consumer in response to their assessed needs and wishes, and in consultation with their significant other(s), the Support Coordinator and service providers and that meet funding requirements.
5. Undertake a formal review of support plans s determined by program requirements or earlier if required by the consumer.
6. Ensure delivery of services is coordinated between agencies, provided in a timely manner, and within the criteria and cost limits of the programs, as approved by the Manager and/or the Program Leader.
7. Regularly monitor progress at the consumers discretion through personal contact with the consumer and their significant others and liaison with service providers.
8. Provide basic counselling, support and advocacy on behalf of consumers are provided when necessary.

9. Provide shared care service coordination with service providers as per support plan.

Key selection criteria

Qualifications

- Social work, Welfare work, Case management, Cert 1V in Disability or equivalent

Mandatory:

- A good understanding of NDIS, Mental Health and Case Management, Commonwealth and State and a commitment to the philosophies is essential.

Desirable

- Experience in working with aged and/or younger disabled people, people with mental health, and their carers within a community setting, together with an appreciation for, and understanding of the presenting issues for people who are aged or have a disability, particularly within the rural environment.

Demonstrated skills, experience and/or understanding of:

- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Well-developed organisational skills with the ability to prioritise multiple tasks.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace cultural and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Working with Children Check
- Disability Worker Exclusion check

Personal attributes

- Ethical and inclusive
- Self-disciplined
- Collaborative and supportive
- Flexible and resilient

Conditions of employment

1. This position is subject to:
 - a) Continued funding of Grampians Community Health programs
 - b) Successful completion of a six month probationary period.
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Chief Executive Officer approval:

CEO signature

Greg Little

Date

General Manager approval:

General Manager signature

Kate Astbury

Position

General Manager Business Support and Innovation

Date

Manager review:

I have reviewed and approve this position description

Manager

Mia Fraser

Management position

Manager Business Services

Date

Employee acceptance of position:

Employee signature

Vacant

Date