

Position Description

Position Title:	Service Coordinator
Division:	Supported Living
Reporting To:	Service Manager
Direct Reports:	Support Worker

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,500 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

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KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

Northcott's Supported Living Division offers a range of services that enables customers to live independently.

KEY OBJECTIVE OF THE POSITION:

- To be responsible for all operational functions of the program/s and/or customer allocation including but not limited to:
 - Person Centered support to customers, their guardians, and where appropriate family members
 - Support with the activities of daily living
 - Safe and welcoming environment for customers, staff and visitors
 - Development and implementation of staff work schedules/rosters
 - Financial management of the service
 - Sustainable staff support that meets customers' needs and service's expectations
- Provide Practice leadership to staff including:
 - Conducting team meetings
 - One to one supervision
 - Allocating and organising staff
 - Modelling and coaching
 - Quality of life outcomes
- To ensure that the operation of the housing and supported independent living program is consistent with the principles and applications of the NDIS Quality and Safeguarding Framework
- To work with the relevant Managers and Service Manager to develop and implement systems, policies and procedures that comply with legal and funding requirements, manage risk and continuously improve service and to ensure consistency in support and processes across Supported Living
- Actively engage in self-reflection

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

(List skills and knowledge required for this position. Include technical, operational and procedural knowledge, as well as any required management and communication capabilities)

- Proven ability to successfully lead, manage and support a team of staff working in residential settings Skills and experience in working with adults with a disability using a customer-centred approach
- Proven experience in budget preparation and monitoring of financial systems
- Well-developed time management skills and ability to prioritise workload in competing demands
- Strong interpersonal, assessment and problem solving skills
- Ability to work independently and as part of a team
- Understanding of WHS guidelines and management requirements

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

(List any essential qualifications and experience required for the position)

- Demonstrated experience working with people with a disability, including supporting people in a residential setting

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- In-depth knowledge of the disability sector including NDIS funding, SIL quotes, and the NDIS Quality and Safeguarding Framework
- A current driver's licence
- Computer literacy, in particular proficiency with Microsoft programs
- Previous experience in supporting, planning and set up of new services or project managing complex change processes is desirable
- Tertiary qualification in Social Science, Health or other relevant professional field is highly desirable

DELEGATION LEVEL

(Refer to delegation manual or NIL)

- Level 5

CORE COMPETENCIES OF THE ROLE

(List key competencies for the role under each heading. You may also add others where required)

Customer Focus / External Contact

(This section includes details regarding the details/level of external contact.)

- Meets internal and external consumer needs in a timely and courteous manner
- Examines customer requests to properly identify and resolve their concerns
- Supports customer service efforts through program design, implementation, recovery and follow-up
- Seeks to empower customers to resolve their own problems

Relationship Building

(Peer & External Contact – interpersonal dealings with colleagues within the organisation & contacts outside of the organisation)

- Listens effectively, conveys and receives ideas, information and direction
- Seeks to clarify and confirm the accuracy of their understanding of unfamiliar or vague terms and instructions
- Makes oral and written communication clear and easy to understand
- Assesses and takes steps to improve ability to communicate (written and verbal) so ideas are conveyed with precision and efficiency

Problem Solving

(Level of thinking required i.e.: fact finding, interpretation, investigation, research & analysis required in the role)

- Actively engage in self-reflection
- Defines extent of problem areas and develops solutions
- Effectively identifies and evaluates alternative solutions
- Makes decisions consistent with skills and experience
- Recognises decisions that have to be deferred until all pertinent facts are gathered and analysed
- Flexible in modifying decisions

Leadership

(Leadership requirements – level of engagement with staff at various levels of the organisation) i.e.: is the position requirement an Employee, Mentor, Team Leader, Manager, Executive etc.)

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- Fosters an atmosphere where individuals can work together as a team towards a shared purpose
- Shares relevant information to team members and explains rationale behind decision
- Uses strategies to promote team morale and productivity
- Manages conflict and recognises team successes
- Communicates team objectives and accomplishments both inside and outside the team

Financial Impact

(Provide details regarding the degree to which there is financial impact, revenue and/or cost management responsibilities of this role)

- Administers services in line with approved budget
- Prepares sound proposal and seeks approval for any purchases outside of budget allocations

Time Impact

(Length of time a decision typically impacts the organisation. I.e.: immediate, hourly, daily, monthly, quarterly or longer?)

- Make sound decisions regarding immediate service delivery within service specifications, relevant policies and guidelines

Planning and Organisation

- Makes effective use of time and facilities to meet required deadlines
- Maintains a clear grasp of daily tasks
- Prioritises duties / responsibilities in a manner consistent with service and organisational objectives
- Effectively manages tasks or program assignments including follow-up and delegation

DUTIES

The typical duties of this position include:

1. Develop a detailed understanding about each customer's individual support needs and goals as documented on their NDIS plan
2. Facilitate increased customer input into the daily operation of the service
3. Work with the Service Manager to manage vacancies and customer transition
4. Provide direct support to customers as needed
5. Participate in the recruitment, induction, and supervision of Support Workers, vacancies in accordance with Northcott's policy and procedures
6. Be aware of, value and respect the cultural, religious and linguistic background of each customer and staff member
7. Provide effective supervision and mentoring of staff
8. Participate in 'on call' as per roster
9. Work with the Service Manager to continue the development of service specific systems, processes and procedures and actively participate in on-going review of these documents
10. Liaise with local services and support customers to engage with appropriate day program, health, community and social services
11. Work closely with NDIA and other stakeholders as identified

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12. Work within the framework of the NDIS Quality and Safeguards Framework, Privacy Legislation, and other relevant legislation
13. Provide input into the budget planning process and ongoing monitoring of income and expenditure
14. Ensure compliance with all legislative and regulatory standards and requirements within the facility
15. Comply with, report on and actively participate in Northcott's Safety & Injury Management Procedures and Northcott's Work Health and Safety Procedures
16. Complete Monthly Report and participate in ongoing support and supervision meetings
17. Participate in relevant team meetings and personal development/ mentor support meetings
18. Provide information, resources and train staff in Northcott's policies and procedures
19. Manage rosters and timesheets for all staff and ensure staff hours are in line with approved budget
20. Assist in maintaining the premises, vehicles and equipment and discuss any issues with the relevant housing provider and facilities manager
21. Ensure customer files are consistently maintained in accordance with procedure
22. Carry out administrative duties as required

This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.

NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Please forward a signed copy to Human Resources.