

1. POSITION DESCRIPTION

JOB Title: Support Coordinator/Psychosocial Recovery Coach

JOB TYPE: Sub-contractor

LOCATION: Work from Home

SUPERVISOR/MANAGER: Managing Director

Deputy: Managing Director

Authorities: All Authorities relevant to Work Health and Safety

2. MAIN DUTIES/RESPONSIBILITIES

- Assessing the needs and coordinating support for NDIS participants and set budgets
- Coaching to increase recovery skills and build capacity, including motivation, strengths, emotional resilience, and decision making
- Conducting NDIS plan and service agreement reviews
- Support Participants with their recovery planning
- Collaborating with the broader system of supports
- Support Participants to select preferred options or providers
- Assist participants to decide on what actions to take to achieve goals
- Assist participants to prepare for their plan review by supporting them
- Managing an individual case load and perform the tasks autonomously
- Completing Progress Reports as per NDIS requirements
- Monitor NDIS budget and funding
- Writing comprehensive case notes and do this articulately, clearly, and concisely
- Ensuring adherence to company policies and procedures
- Research, coordinate and manage a range of varied levels of supports across multiple providers, to suit participant's needs
- Work collaboratively with external stakeholders and providers to ensure productive community and inter-agency relations
- Use a strength-based and person-centered approach to build skills capacity of participants, ensuring their goals & choices drive the process of engaging supports
- Take reasonable care for your own health and safety
- Report any quality, safety incident or hazards to the relevant Manager or Supervisor.
- Keep informed of the contents of the WHS system and apply it to daily work.
- Ensure you are not affected by alcohol or drugs, to endanger your own or any other persons' health and safety.

3. QUALIFICATIONS

- Certificate III or IV in disability/ aged care or allied health qualifications
- First Aid Certificate
- Current Criminal Record Check
- Current Aid Certificate
- Current Working with Children Check
- Completed NDIS Workers Orientation Module
- 100 Points of ID
- First Aid certificate and CPR

4. COMPETENCIES AND EXPERIENCE

- Previous experience in a similar role – Minimum of 6 months relevant experience
- Previous experience supporting People with Disability or Mental Health.
- Demonstrated proficient written, verbal and interpersonal communication skills.
- Demonstrated ability to work with minimal supervision, and collaboratively as a member of a multidisciplinary team.
- Ensure that you are aware of the required legislations to be compliant with
- Ability to effectively prioritise and organise own work / caseload.
- Demonstrated commitment to professional development, quality improvement and evidence based practice.

5. ACCEPTANCE OF POSITION

I hereby accept the position as outlined in the above points and agree to abide by the **Action Services Australia** values, policies and procedures.

Employee Name:

Employee Signature:

Date: