



FACILITATRIX

JOB DESCRIPTION: Supervising Support Coordinator (Non-allied Health Professional)

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Leads a regional team in the provision of therapeutic and specialist support for vulnerable children and adults, including those with a variety of cognitive disabilities.

Performs management duties within the organisation including but not limited to staff supervision, training and development, policy development, budget management and strategic planning.

Implements complex NDIS Plans, assists clients to identify service providers and coordinates services as required. Implements and evaluates appropriate interventions for vulnerable children and adults.

Develops and administers comprehensive assessments and develops, implements and evaluates appropriate therapeutic interventions in accordance with relevant allied health qualification.

Trains staff and/or carers (including family carers) in relation to implemented therapy interventions.

Works collaboratively with other agencies in the sector; fostering positive working relationships and ensuring the values and ethos of Facilitatrix are upheld and promoted positively sector wide.

JOB TITLE: Supervising Support Coordinator

JOB TYPE: Part Time/Full Time

LOCATION:

Primarily this position will provide the flexibility to work from home, with the need to engage in work at various locations across the Perth Metropolitan area, as required. The successful applicant will have a home office – mobile, laptop/computer, and printer/scanner.

Work outside of the metropolitan area may be required from time to time and will be

negotiated between the employer and the employee.

SUPERVISOR/MANAGER:

This position reports directly to the Executive Manager or other designated supervisor.

MAIN DUTIES/RESPONSIBILITIES:

Clinical

- Oversees therapeutic services including assessment, intervention and evaluation and provides a consultation service on request;
- Provides support coordination/complex case management to oversee the implementation of NDIS plans and private case management work;
- Establishes a positive working relationship with clients and their families based on trust and respect;
- Completes clinical documentation, including writing reports and maintaining accurate records in accordance with agency procedures/management requirements and undertakes administrative tasks as required;
- Provides training/consultancy and support to agencies, staff and carers (including family carers) supporting individuals for whom therapeutic interventions have been developed and implemented;
- Works as part of a multi-disciplinary team, including attendance at staff meetings and undertaking organisational training and development opportunities as required; and
- Supervises team members and participates in ongoing evaluation of clinical practice.

Education/Training/Research

- Engages in continuing professional development/education and ensures continuous eligibility for the relevant oversight body (depending on allied health discipline);
- Participates in supervision, professional development and clinical consultation activities with direct line manager;
- Provides training, coaching and support to Specialist Support Coordinators, Support Coordinators and other staff within the organisation; and
- Supervises regional staff team.

Governance, Safety & Quality Requirements

- Maintains a clean and safe workspace, and ensures compliance with all workplace health and safety policies and procedures;
- Abides by organisational policies & procedures;
- Actively participates in policy development, strategic planning, risk management and occupational health & safety matters;

- Completes mandatory training as relevant to the role;
- Demonstrates a commitment to continuous service improvement;
- Responsible for regional team budget and contributes to ensuring accountable practices are in place;
- Abides by Workplace Health and Safety legislation, the *Disability Services Act*, the *NDIS Act*, the *Equal Opportunity Act* and any other legislation relevant to the position.

Other

- Other tasks as required by executive management staff.

COMMITMENT TO FACILITATRIX'S MISSION & VALUES

All staff employed by Facilitatrix are required to demonstrate a commitment to the organisation's *Mission & Values* and to abide by the *Staff Code of Conduct* and all relevant policies and procedures.

It is also a condition of employment for all staff that they commit to the following:

- Promoting equality and diversity within the workplace
- Maintaining the confidentiality of other staff and service users and abiding by relevant provisions of the *Privacy Act 1988 (Cth)*
- Actively participating in the development of a sustainable quality assurance framework for service users
- Actively participating in processes concerning Occupational Health & Safety and Risk Management

SELECTION CRITERIA

Minimum Essential Requirements

Qualifications:

Human services qualification and high-level complementary work experience.

Experience:

- A minimum of 5 years' experience working in case management or equivalent.
- A minimum of 5 years' experience working with disadvantaged client groups within the aged care, disability, mental health sectors.
- A minimum of 3 years' experience in a supervisory role

Skills:

- High level leadership and communication skills.
- Demonstrated ability to lead and coach a team.
- Demonstrated knowledge and skills in assessment, treatment and evaluation.
- Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring services within a designated caseload.
- Demonstrated ability to work effectively in a multidisciplinary team setting.
- High level of professionalism and outstanding work ethic.
- Commitment to improving the lives of vulnerable people, including the aged and those with disabilities and/or mental health issues.
- Ability to work with people from diverse backgrounds with compassion and empathy and without judgment for their lifestyle choices, personal preferences and values.
- Ability to work well both autonomously and as part of a multi-disciplinary team.
- Ability to achieve excellent outcomes based on individual needs.

Other:

- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- Current driver's licence and access to a reliable motor vehicle for work purposes.
- Demonstrated experience and knowledge of NDIS and working within a legislative framework.
- Knowledge of quality improvement principles.

RATE OF PAY

The rate of pay will reflect the individual's level of experience and falls under the *Social Community Home Care and Disability Services Industry Award*.

The rate of pay also reflects the requirement of the position to work across a variety of locations including travel expenses and maintain a home office including computer, mobile phone, internet access, printer/scanner.

APPOINTMENT PRE-REQUISITES

Appointment is subject to:

- Demonstrated qualifications in Human Services
- COVID Vaccination 1st & 2nd Certificates - or a medical exception certificate
- Working with Children Check (WWCC), compulsory check for people who carry out child- related work in Western Australia

- NDIS Worker Screening Clearance
- Current C or CA Australian Driver's Licence
- Access to a reliable motor vehicle and appropriate motor vehicle insurance to use that vehicle for work purposes
- Access to home office
- Completion of 100-point identification check
- Satisfactory reference checks