



Facilitatrix

Job Description: Specialist Support Coordinator

Job Description

Provides therapeutic and specialist support for vulnerable children and adults, including those with a variety of cognitive disabilities.

Implements complex NDIS Plans, assist clients to identify service providers and coordinates services as required. Implements and evaluates appropriate interventions for vulnerable children and adults, including those with a variety of cognitive disabilities.

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. Attends complex matters in multi-agency meeting settings.

Job Title: Specialist Support Coordinator

Job Type: Part Time, Full Time, Fixed Term, Casual

Location: Perth Metropolitan

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 Supervising Support Coordinator. In the future the position may report to a Senior Therapist/Allied Health Manager.

Main Duties/Responsibilities

Clinical:

- Provides therapeutic services including assessment, intervention and evaluation and provides a consultation service on request.
- Provides support coordination/case management as an allied health professional 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.
- 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.
- Assists with supervision and development of less experienced support coordinators, support workers, other staff and students as directed by management staff.

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 review, risk management and occupational health & safety matters.
- Completes mandatory training as relevant to the role.
- Demonstrates a commitment to continuous service improvement.
- 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 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:

Tertiary allied health qualification and eligibility for professional registration.

Experience:

- A minimum of 5 years' experience working as an allied health professional.
- A minimum of 5 years' experience working with disadvantaged client groups within the aged care, disability, mental health sectors.

Skills:

- Demonstrated knowledge and skills in assessment, treatment and evaluation within the relevant allied health discipline.
- Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring services within a designated caseload.
- Demonstrated effective interpersonal, written and verbal communication skills.
- 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.
- Ability to use Microsoft 365 applications i.e. Teams, Outlook (emails, calendar), OneDrive, Word, Excel, etc.

Other:

- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
- Current drivers' licence and access to a reliable motor vehicle for work purposes.

Desirable Selection Criteria

- Knowledge of NDIS
- Knowledge of quality improvement principles

Rate of Pay

The rate of pay will reflect the individual's level of experience and falls under the *Health Professionals and Support Services Award 2010 [MA000027]*.

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:

- Professional registration in Australia for the relevant allied health discipline.
- Working with Children Check (WWCC).
- Evidence of, and ongoing compliance with, Government health mandates and organisational policies and procedures, concerning infection control, including vaccination requirements.
- 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.
- NDIS Worker Screening Clearance.
- Satisfactory reference checks.

We embrace and acknowledge the value of diversity in our team and encourage all people to apply to join our workforce, including people who are neurodivergent, disabled people*, people from Aboriginal and Torres Strait Islander communities, all gender identities, people from the LGBTQIA+ community, and people of any age, race, national origin or ethnicity. Together we are stronger.

*Facilitatrix has chosen to adopt person-first language to refer to disabled people, but recognises that individual preferences vary in relation to this terminology.