

Position Description

NDIS Consultant

Position Title:	NDIS Consultant
Business Unit:	Employment Services
Location:	Tamworth
Reports To:	DES Manager
Direct Reports:	Nil
Parameters:	Award – Permanent Part Time
Date Prepared:	16 th November 2021
Approved By:	Executive Leader – Hunter, Central West and ParentsNext

Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes.

Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work.

Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity.

There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.

Purpose of the Position:

This position primarily provides practical support to eligible individuals with an NDIS plan to strengthen their abilities and skills to achieve the goals set out in their NDIS plan.

Position Responsibilities and Duties:

1. Support school leavers to build up work ready skills through practical application
2. Build on individuals life skills
3. Engage with local businesses to develop meaningful work experience placements
4. Provide onsite support to individuals during work experience
5. Liaise with and build networks to establish meaningful community access experiences
6. Support participants to access the community utilising the individual's choice and control
7. Be willing to complete a WH&S risk assessment part qualification
8. Complete risk assessments prior to work experience placements
9. Establish supports based on funding in the individuals NDIS plan
10. Attend interagency meetings to establish provider networks
11. Ensure funding in the individuals NDIS plan is used appropriately, utilising individuals choice and control
12. Complete and submit all NDIA requested reports relative to support area/s
13. Access and utilise the Provider Portal

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14. All administrative tasks as required

General Responsibilities:

1. Demonstrate the Joblink Plus Purpose and Principles.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Shared commitment to a positive pursuit of safety; driven by active involvement in identifying hazards and controlling risks, following WHS policies and procedures
4. Promote and implement the principles of personal accountability with relation to discrimination and harassment in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions

Organisational Environment

This position is based in Tamworth and supports our NDIS Clients.

Essential Competencies, Qualifications and Experience

Skills & Knowledge	Demonstrated knowledge and application of Microsoft Office Suite Customer Service Experience
Experience	Previous experience in a similar role
Qualifications	Current C class drivers' licence Satisfactory Australian Criminal History Check Current and valid NSW Working with Children Check Willingness to acquire NDIS Worker Check
Personal Qualities & Behavioural Traits	Ability to collaborate with others; understands the behaviour, needs and concerns of others and uses this to work effectively with people across boundaries Builds collaborative relationships with internal and external clients and stakeholders Excellent communication skills and listens to others and conveys information clearly, accurately, logically and concisely To be reliable and have a commitment to fulfil the position Ability to establish and maintain appropriate personal and professional boundaries Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure

Desirable Competencies, Qualifications and Experience

Skills and Knowledge	Knowledge of the National Disability Insurance Scheme
Experience	Previous NDIS experience
Qualifications	Certificate III Community Services or equivalent

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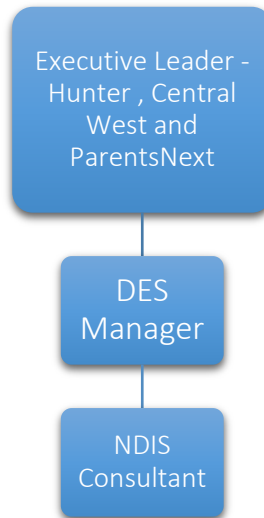
Other Matters

- The Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and perform other accountabilities and responsibilities reasonably required to meet the demands of the role and the purpose of the position.
- As a member of the Joblink Plus team, all employees may be required to perform other duties within their capabilities from time to time to meet the needs of Joblink Plus.

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Organisational Structure



Acknowledgement:

I have reviewed and understand the content of the position description and believe it to be accurate of what I am employed to do.

I understand that Joblink Plus retains the right to change the position description as deemed necessary.

I will follow and adhere to my position description and the requirements of my position to the best of my ability.

I acknowledge that I have read and discussed this position description and understand my duties and responsibilities.

Name

Signature

Date