



Position Description

NDIS Support Coordinator

Reports to:

- NDIS Manager

Direct reports:

- None

Location:

- Darwin

Special Provisions:

- Willingness to travel to remote communities (by light aircraft or 4WD);
- Ability to obtain and maintain NDIS Worker Screening clearance;
- Willingness to adhere to MJDF's and/or Government mandated vaccination policies and provide proof of compliance;
- Ability to obtain and maintain a class C manual drivers' license;

Summary of the position:

The NDIS Support Coordinator has overall responsibility for managing the day to day management of funding required to ensure clients have the best possible outcome in line with the goals in their NDIS plans. This is a fast-paced role in a fluid environment supporting complex clients. You will work in a small, supportive, NDIS team.

Key Responsibilities:

The following responsibilities are not exhaustive and may include others as required by the MJD Foundation's needs:

- Support internal NDIS administrative procedures, and ensure they are improving, updated and communicated to staff;
- Action referrals in a timely manner;
- Provide support for the NDIS participant to assess mainstream, community, informal and provider options;
- Arrange for any assessments required to determine the nature and type of funding required;
- Determine budgets for support types and advise of the breakdown of funds;
- Establish the appropriate claim categories and attribute the correct amount of funds;
- Help strengthen and enhance participants capacity to coordinate supports, self-direct and manage supports and participate in the community;
- Provide support to the NDIS Manager in regard to:
 - Managing clients' NDIS plans in accordance with the NDIS price guide.
 - Managing referrals from the NDIA to MJDF for Coordination of Supports
 - Managing Assistive Technology quote approvals with the NDIA
 - Communicating effectively with external stakeholders on NDIS supports for clients
 - Developing Requests for Supports (RFS) in liaison client's Manager of Community Services

- Sending and tracking RFSs to external NDIS support providers
- Selecting, negotiating and approving services, external provider quotes and Service Agreements
- Liaising with NDIS Manager on NDIS plan budgets
- Analysing and where required amending internal NDIS budgets for clients
- Develop CoS reports for submission to the NDIA and liaise with the Manager of Community Services to gather relevant clinical reports in preparation for CoS Reports

Selection Criteria:

1. Relevant qualification (for example in Finance/Business Administration) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training;
2. Experience in a similar (administrative) role;
3. Ability to understand the NDIS Price Guide and offer flexibility within budgets;
4. Ability to understand NDIS regulations including provisions relating to reasonable and necessary supports and the role of the mainstream service system;
5. The ability to communicate effectively, sensitively and respectfully, both orally and in writing;
6. Ability to demonstrate a mature and person-centred approach (by providing examples and via references);
7. Proven ability to work both solo and as part of a (cross cultural) team;
8. A commitment to person and family-centred practice and working within the MJD Foundation 'Our Way' approach;
9. Proven high attention to detail;
10. Excellent computer skills, especially the Microsoft Office suite including Word and Excel

Desirable criteria

11. Knowledge of, and experience working in Aboriginal communities and alongside Aboriginal community workers.