



Specialist Support Coordinator Team Lead

We have an exciting opportunity for a **NDIS Specialist Support Coordinator** to lead and support our dedicated team Support Coordinators.

About Us:

The Autism Advisory and Support Service (AASS) is an Autism support service which has a multidisciplinary team of Therapists and dedicated Support Coordinators, servicing the south west Sydney area. We are innovative and practical in our approach to providing support and in our work practices. Our dedication to the organisation and our commitment to continuously improving our service, as well as ourselves as individuals, keeps our culture vibrant & energetic.

What we offer:

- Generous NFP Salary Packaging options (up to \$15,900 per year)
- Generous Benefits including Higher Hourly Rate or additional Annual Leave (option of having up to three additional weeks of annual leave per year)
- Mobile Phone & Laptop provided
- Professional development and networking opportunities including in-house training
- Free onsite parking

About the role:

As the Team Leader you will be responsible for leading a small team of three Support Coordinators (level 2), overseeing the daily end-to-end activities of the team and managing your own specialist support coordination (level 3) caseload. You will have an outstanding working knowledge of the delivery of NDIS Specialist Support Coordination and the ability to effectively manage a team of Support Coordinators. The role reports to and works closely with the Chief Executive Officer in the development and maintenance of functional and supportive relationships with participants, their families and relevant stakeholders in order to promote positive outcomes, ensure future service delivery and growth.

You will work collaboratively with participants, their families, service providers and other stakeholders to ensure the implementation of individual NDIS Support plans and achievement of participant goals. You will be responsible for matching participants with community-based, funded and/or mainstream supports to fulfil their individual needs as per individual NDIS plans, whilst providing continuous support and assistance across the timeframe of each plan. You will support the participant to build capacity to achieve greater independence to self-direct their own services and supports.

About you:

Interested? This may be your next exciting new role if you have:

- Tertiary level qualifications in a relevant discipline (e.g. Disability, Individual Support, Community Services, Mental Health) or extensive/relevant experience in case management, counselling and or case work with families or people with a disability;

- Experience in the delivery of NDIS Specialist Support Coordination;
- Demonstrated experience in team leadership;
- Demonstrated understanding of mainstream support services;
- Excellent organisational skills, accuracy and attention to detail;
- Knowledge of the National Disability Insurance Scheme (NDIS) and the healthcare sector;
- Demonstrated experience in the documentation of individual plans, risk management, incidents, daily case notes, staff reviews, performance management plans and reporting.
- Demonstrated knowledge of NDIS support items, plans and the concepts of choice and control under NDIS guidelines;
- Well-developed communication and interpersonal skills including the ability to work and communicate effectively with team, participants, their families, allied health professionals, community agencies and other professionals;
- Ability to work in a very busy environment, work independently and as a part of a team.
- Advanced skills in Microsoft Office applications;
- Eligibility to work in Australia, NDIS Worker Screening Check, Working With Children Check, First Aid Certificate, valid Australian Driver Licence and access to a fully insured vehicle.

The following will be desirable:

- Cultural understanding reflective of the local community
- Understanding of human rights-based approaches and person-centred principles and approaches, including positive behaviour support and active support

If you love working with people, are enthusiastic and committed to going above and beyond for your participants then we can't wait to hear from you!

For more information please contact Hamdia Khan, People and Culture Manager on (20) 8124 8412 or to apply email your cover letter and resume to at hr@aass.org.au.