



INFORMATION PACKAGE

POSITION VACANT

COORDINATOR INVOLVE (FIXED TERM UNTIL 28 JUNE 2024)

REF NO: ESC513

CLOSING DATE: 4.30PM WEDNESDAY 3 NOVEMBER 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Sally Pryor on 0428 256 082.



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



Position Description

Coordinator Involve


Position Code	349 – Fixed Term
Division	Community Care
Location	Moruya
Band/Level	Professional / Specialist Band 3 Level 2

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Coordinate Council's Involve Eurobodalla business, which includes Support Coordination, Plan Management and Service Delivery including residential services, to participants in the NDIS.

Main duties and key result areas (KRA)

1. Coordinate Community Care's Involve Eurobodalla business to deliver quality programs and support to NDIS participants, in line with NDIS Practice Standards and business rules, legislative guidelines and Council Policy and Procedure.
KRA: Involve Eurobodalla is well coordinated and individual and programmed services and planning are delivered in line with client requests and legislative guidelines.
2. Supervise and inspire the Involve Eurobodalla team, setting clear individual and team objectives and working with the Manager, Community Care to develop professional training and development plans to support individual staff and business objectives.
KRA: Evidence of Involve Eurobodalla team operating effectively, with clear objectives and training/ professional development plans in place.
3. Coordinate residential services to participants in receipt of Supported Independent Living and Specialist Disability Accommodation funds including developing and submitting service quotes to the NDIA.
KRA: SIL and SDA funds are adequate to meet the needs of residents and provide quality outcomes.
4. Ensure high quality, proactive customer service by reviewing and monitoring service delivery outcomes and responding to feedback and complaints.
KRA: Client satisfaction surveys result in >90%, feedback is received and actioned, complaints are managed.
5. Develop, implement and evaluate administrative and financial processes and procedures to ensure effectiveness, quality assurance and compliance with NDIS business guidelines.
KRA: Effective systems in place in line with guidelines and contract requirements.
6. Monitor Involve Eurobodalla operational budgets and reporting and provide timely information and financial data to the Manager, Community Care, to support business analysis and financial process improvement processes.
KRA: Operational budgets are well managed and financial reporting is timely and accurate.
7. Ensure client records and statistics are accurately maintained, in line with funding requirements, industry standards and established policies and procedures.
KRA Client records and statistics are accurate and current, kept in accordance with all governing legislation and with Council and current policies, procedures.

8. Development and review of processes and procedures in relation to the NDIS Practice Standards and the NDIS Quality and Safeguarding Commission and other legislative requirements to ensure sound governance under the direction of the Manager, Community Care.
KRA: Evidence of contribution to governance process and procedures.
9. Contribute to the Community Care Business Strategy and other Council continuous improvement initiatives to ensure excellent service provision and to maintain a competitive edge.
KRA: Evidence of contribution to Community Care's Business Strategy, and continuous improvement initiatives is sound.
10. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

Qualifications/Experience (Selection Criteria)

Essential

1. Relevant tertiary qualifications in relevant discipline ie; Degree, Associate Diploma or Diploma in health, community services, aged care, disability or related area.
2. Extensive knowledge and understanding of the needs of people with a disability and their carers.
3. Demonstrated experience developing business process and procedures.
4. Demonstrated experience working within the National Disability Insurance Scheme business framework.
5. Demonstrated experience in the supervision of teams.
6. Demonstrated experience in the development and implementation of practice standards and guidelines for staff.
7. Demonstrated experience identifying and mitigating risks associated with community service delivery.
8. Computer skills with knowledge of Word and Excel.
9. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

Desirable

1. Experience in using The Care Manager (TCM) or similar client database system.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

Verified clearance as a result of a Working with Children Check is required as well as an assessment of the results of a National Criminal History Record Check and an NDIS Screening Check is also required.

In addition, awareness of and compliance with legislation and regulations as listed below are requirements of this position.

- Privacy Act, 1998 (C'wealth)
- Health records and Information Privacy Act, 2002
- NSW Health's Privacy Manual 2004
- Home and Community Care Act, 1985
- HACC National Service Standards
- Southern Highlands Abuse Protocol
- Disability Services Act, 1993
- Disability Services Standard

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: Sally Pryor, Manager Community Care (Part Time)
DATE: October 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Coordinator Involve (Fixed Term)
Reference Number:	ESC513
Grading:	Grade 16 of Council's salary system
Salary Range:	<p>In the range of \$3,484.46 to \$3,731.67 gross per fortnight comprised of:</p> <ul style="list-style-type: none"> * \$3,167.69 to \$3,392.43 base salary, * \$316.77 to \$339.24 superannuation (calculated at 10%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
NDIS Screening Check:	As of 1 February 2021, appointment to the positions within the Involve Eurobodalla (Disability) sector are subject to verified clearance as a result of a NDIS Screening Check as set out in Part 4 of the National Disability Insurance Scheme (Practice Standards – Worker Screening) Rules 2018.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.

Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of Work:	<p>Full-time, 70 hours per fortnight. Office hours are: 8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from the Dr Mackay Community Centre, 9 Page Street Moruya, and may be required to work at various locations across the Shire.
Leave Entitlements:	<p>4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.</p> <p>3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.</p>

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

