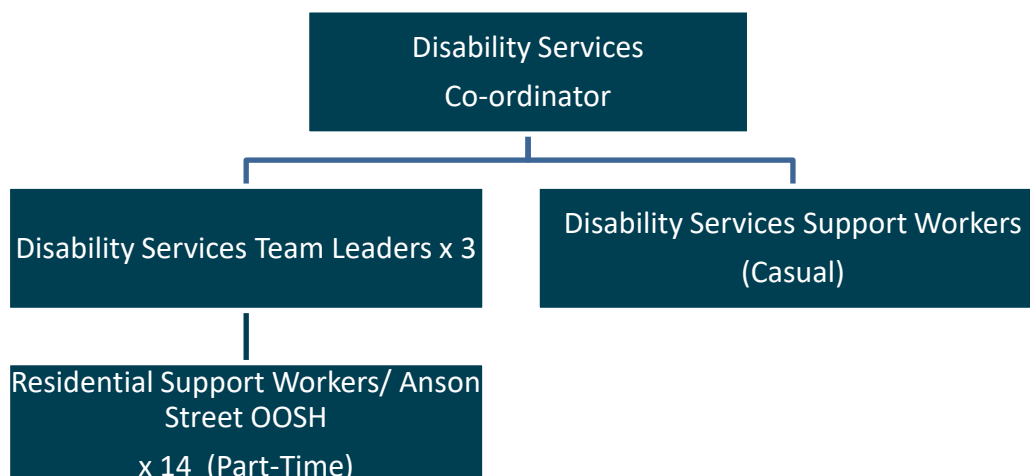


<b>POSITION TITLE:</b>	Disability Services Co-ordinator
<b>POSITION NUMBER:</b>	4068
<b>DIVISION:</b>	Community, Recreation & Cultural Services
<b>SECTION:</b>	Community Services
<b>GRADE:</b>	12
<b>DELEGATIONS:</b>	See attached document (as per Council's Delegations Register)

#### PRIMARY PURPOSE OF POSITION

- Support and resource a multi-disciplinary team involved in the delivery of Council's services for people with disability
- Supervise and Coordinate Council's Disability Services in line with the National Standards for Disability Services, NDIS practice Standards, NSW Disability Inclusion Act 2014, other relevant legislative and contractual obligations and Councils Policies and Procedures
- Ensure the delivery of Council's Disability Services in line with the Department of Family and Community Services, Ageing Disability and Home Care (ADHC) funding agreements
- Develop and implement strategies that respond to changes in the disability services environment and sector
- Network with relevant industry agencies and offer service specific support and advice to Council

#### SECTIONAL STRUCTURE



<b>SELECTION CRITERIA</b>	
<b>Qualifications/ Licences</b>	<ul style="list-style-type: none"> <li>• Tertiary degree qualifications in Human Services, Business Disciplines or Management</li> <li>• Working with Children Check Clearance</li> <li>• Satisfactory Criminal Background Check</li> <li>• Current First Aid Certificate</li> <li>• Current Class C drivers licence</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in a similar position including the coordination of services to people with disability and knowledge of NDIS business processes</li> <li>• Demonstrated leadership and supervisory skills that promote high team performance, with the ability to coach, mentor and manage staff</li> <li>• High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service</li> <li>• Demonstrated experience in budgetary preparation and compliance</li> <li>• Demonstrated ability to work and contribute as part of a team</li> <li>• Well-developed computer literacy skills in the use of a variety of computer software packages</li> <li>• A working knowledge of current positive approaches to managing challenging behaviours</li> <li>• Demonstrated ability to model Council's key values and desired behaviours</li> </ul>

<b>KEY ACCOUNTABILITIES/DUTIES</b>
<ul style="list-style-type: none"> <li>• Supporting and directing Council's Disability Services Team</li> <li>• Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews; and promoting learning and development</li> <li>• Supervise the engagement and performance of volunteers as required</li> <li>• Strategically developing, improving and innovating, service support quality in line with sector environment changes and NDIS requirements</li> <li>• Ensuring that the service delivery requirements of Council's Disability Services are met by planning and implementing strategies to identify future service requirements</li> <li>• Analysis of data, research and evaluation findings to identify emerging needs and trends of the Disability Services sector</li> <li>• Management of all budgetary matters for the Disability Services Team, including all budgetary matters for the Disability Services Team, including NDIS Supported Disability Accommodation and Supported Independent Living Provider requirements</li> <li>• Meeting the supervisory, administrative and reporting requirements of the position and ensure compliance with the accountability requirements of Council, relevant funding and regulatory bodies</li> <li>• Develop and participate in effective networks within the Disability Services industry, liaise with funding bodies and relate any relevant information to residents, staff and other key stakeholders.</li> </ul>

- Support staff by implementing change management strategies in light of changing external environments
- Contribute to the development of the Disability Services Management Plan, Council's Disability Inclusion Action Plan, service budgets and monitor their implementation
- Develop, review and implement relevant policies and procedures to ensure services are met within the relevant legislative requirements
- Ensure services are provided in a safe work environment, by developing systems and procedures that comply with Work Health and Safety legislation
- Complying with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

## CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

## WORK HEALTH AND SAFETY RESPONSIBILITIES

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

## GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

NAME OF EMPLOYEE	
SIGNATURE OF EMPLOYEE	
DATE	

*Human Resources Only: This position's ordinary hours of work shall be based on a 35 hour week to determine the hourly rate of pay*