

NDIS Transition Support Officer

Position Description

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Position Title	NDIS Transition Support Officer
Responsible Council	Sydney Archdiocese Central Council
Reports To	Disability Services Coordinator
Base Location	Haberfield
Primary position objective	Promote Sydney Archdiocese Disability Services (SACC DS); engage with carers/participants/relevant stakeholders; develop and monitor service agreements; prepare participants for NDIS planning and oversee the implementation of NDIS plans.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Duties and Responsibilities

The NDIS Transition Officer is required to perform the following responsibilities:

- Assisting with the coordination and development of NDIS communication strategies
- Developing and delivering training and information session and related documentation
- Educating stakeholders to ensure they understand SACC DS frameworks and systems

- Consulting, collaborating and where appropriate negotiating with key stakeholders to ensure optimal engagement with SACC DS
- Educating internal staff to implement NDIS plans
- Maintaining confidentiality according to St Vincent de Paul Society policies and relevant legislation
- Liaising with external authorities/stakeholders as required
- Maintaining a broad understanding of state and federal government policies that have a direct impact on the delivery of services to the broad range of SACC DS clients
- Maintaining good relationships with agencies that interact with the Society and its clients
- Participating in training workshops, and ongoing professional development
- Adhering to all Society WHS safety policies and procedures
- Working in a collaborative manner with all staff
- Performing other duties within the scope of the role as required

Essential Criteria

- Qualifications and/or prior experience in a project support role in the community sector, with experience in office administration and/or project management
- Highly developed written, oral communication and interpersonal skills
- Commitment to a high standard of work and sound organisational skills, including the ability to multi-task
- High level of IT competency, including the use of Microsoft Office programs, and experience in designing documents, spreadsheets and similar
- Ability to work independently and within a small team on own initiative, managing competing priorities
- A positive solutions focused attitude, with attention to detail and ability to meet tight and multiple deadlines
- A current NSW Driver's Licence and willingness to travel within the Sydney metropolitan area
- Willingness to adhere to the Vision, Mission and Values of the St. Vincent de Paul Society NSW

Desirable experience/skills

- Knowledge of the not for profit sector or government sector specifically in relation to projects and their implementation

The St Vincent de Paul Society is an Equal Employment Opportunity Employer