



## POSITION DESCRIPTION

### INDEPENDENT LIVING COORDINATOR

<b>Salary Range</b>	SCHADS Level 5
<b>Job Type</b>	Full-Time, Ongoing
<b>Reports to</b>	Client Services Manager
<b>Purpose of the Position</b>	To plan and implement a person centred, independent living support service that aligns to the participant's NDIS goals to live a good life. This involves working with a dedicated team of support workers to promote independence and autonomy in a community based home, suitable to the participant's individual needs.
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work closely with new and existing participants to develop, document, implement and review person centred plans and supports, including plans for social, recreational and skill development that align with NDIS goals</li> <li>• Work collaboratively with parents, guardians, health practitioners and other service providers to develop, document and implement support plans that meet individual, health and wellbeing goals whilst ensuring the clients best interest and right to choice and control</li> <li>• Develop and maintain open, regular communication and reporting with participants, families guardians and other service providers</li> <li>• Lead and mentor teams of support workers through the use of reflective practice, coaching and feedback to ensure high quality and safe service delivery in a continuous quality improvement environment</li> <li>• Oversee and monitor the implementation of best practice approaches and Carpentaria policies and procedures in day to day operations</li> <li>• Ensure processes and procedures meet best practice, zero tolerance and person-centred guidelines and are regularly reviewed, updated and developed as required</li> <li>• Manage critical incidents and complaints in line with Carpentaria's policies and ensure continuous quality improvement is informed by evidence</li> <li>• Promote a safe workplace by ensuring Workplace Health and Safety policy implementation</li> <li>• Participate in on call roster arrangements</li> </ul>
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Certificate III or above in Individual Support (Disability)</li> <li>• Demonstrated high level knowledge and experience in supporting people with a disability</li> <li>• Experience in supervision and monitoring team/staff performance</li> <li>• Demonstrated team commitment, problem solving skills and cross cultural experience, and an ability to work with individuals from diverse backgrounds</li> <li>• Demonstrated highly developed interpersonal, facilitation and communication skills with the ability to develop and maintain positive relationships and work collaboratively with a range of diverse stakeholders</li> <li>• High level organisational skills with the ability to prioritise and effectively manage workload to meet deadlines and achieve results</li> <li>• Demonstrated commitment to continuous quality improvement</li> <li>• Demonstrated computer literacy in relevant computer applications</li> <li>• Ochre Card, Criminal History Check, First Aid Certificate, NT Drivers Licence</li> </ul>
<b>Preferred Criteria</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Disability Support or Diploma of Community Services</li> <li>• Certificate or above in leadership or management</li> <li>• Sound knowledge of WH&amp;S principles</li> <li>• Knowledge and understanding of the NDIS and the NT Disability Services Act</li> </ul>
<b>Values and Behaviours Required</b>	<ul style="list-style-type: none"> <li>• Embody Carpentaria's Values and Principles of Good Practice through a human rights based approach.</li> </ul>

Authorised by CEO

Date: 6/3/23