

**POSITION
DESCRIPTION**

**NDIS Project
Implementation Officer**



Position Title: NDIS Project Implementation Officer
Locations: Cranbourne & Richmond (Head Office)
Functions: NDIS Implementation, Staff Supervision
Reporting to: General Manager
Direct reports: Partners in Recovery Team
Hours: 0.8 EFT
Tenure: Initial contract till 30/6/2020

ORGANISATION PROFILE

The Stepping Up Consortium is a not for profit agency consisting of three organisations: Odyssey House Victoria, TaskForce and Youth Projects. Stepping Up provides high quality residential and non-residential drug and alcohol treatment services to clients and their families. Stepping Up provides locally integrated, person centred, and evidence based treatment to those whose lives have been affected by alcohol and other drugs.

Our vision is to be the leading provider of quality, innovative and high impact services for clients with complex needs at the intersection of the addiction, disability, mental health, unemployment and justice sectors.

POSITION OVERVIEW

The position is a new position to expand the Senior Management capacity and business opportunities to include NDIS service provision.

This 12 month project position will be integral in establishing the framework, interventions, measures and leadership to address this key issue. Working closely with the Mental Health NDIS Service Lead you will help establish the processes, develop the expertise and shape the resources that are available to make a difference in this space.

The position will implement the NDIS and subsequent processes within our Cranbourne team, as well as provide high level clinical leadership, staff management, partnership development across our specialised teams.



NDIS Implementation

- Implementation and tracking/reporting of NDIS project, development of enhanced service delivery functions and maintain an underlying work and programme plan and schedule that links high-level outcomes, resource allocations and team member performance agreements. Critical to success will be the ability to work under general direction and multi-task in a busy and fast-paced environment.
- Form partnerships to support NDIS readiness
- Co-ordinate project administration and reporting
- Administer, monitor and continuously evaluate the NDIS transition initiatives
- Respond to member and provider enquiries and initiate high quality support with information, advice and support
- Market the Specialist Co-ordination function
- Development of the package billing system
- Assisting customers with transition to the NDIS ensuring they understand their plans – offering suggestions as to what their packages include and where they can best utilise their funding
- Meeting with customers who are due for contract renewal to ensure consistency in their needs and goals
- Interpreting and providing the breakdown of what each package entails
- Reviewing plans to identify any additional opportunities

Leadership and Staff Development

- Contributes strategic insight into whole of Stepping Up initiatives
- Act as the Stepping Up local leader in the Southern catchment through decision making, advocacy and representation at stakeholder meetings
- Perform other staff management duties including recruitment, induction, probation review, supervision, coaching, performance review, and performance management as required
- Manage the effective application of policies, procedures and systems for staff across the catchment (compliance against relevant Stepping Up policies, Government guidelines, Occupational Health and Safety and ISO9001)
- Building local networks and partnerships



KEY SELECTION CRITERIA

- 1) Relevant Tertiary Qualification
- 2) Experience of NDIS implementation and co-ordination
- 3) Experience of successful business development and strategic planning within the not for profit sector
- 4) Provide project leadership for the implementation of the NDIS, including the development of new service initiatives, practice initiatives, policies and procedures
- 5) Demonstrated specialist knowledge and capability to deliver contemporary and innovative services in the not for profit sector gained through applicable experience training and education
- 6) Demonstrated experience leading and supervising a team to achieve required strategic and operational outcomes
- 7) Experience building and maintaining high functioning, cohesive and collaborative teams
- 8) Understanding of the NDIS, Victorian AOD and Mental Health service system
- 9) Ability to work flexibly and take a problem solving approach in a dynamic environment
- 10) Ability to communicate effectively and collaborate with clients, families, colleagues, stakeholders, Government and other service providers

ESSENTIAL REQUIREMENTS

- Satisfactory outcome of a confidential Police Check and Working with Children Check.
- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Possession of a current Victorian Driver's License and willingness to travel within catchment and to Melbourne
- Availability for some work outside of normal business hours (7pm finish one night per week)
- Information technology skills, including proficiency in Microsoft Office suite.
- Eligibility to work in Australia.

DESIRABLE REQUIREMENTS

- First aid certificate
- Current knowledge of OH&S practice



Quality
ISO 9001
SAI GLOBAL

Endorsement:

I have read, understood, and agree that this is an accurate reflection of the duties of the role

Printed name _____

Signature _____

Date _____



Quality
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