

Position Title	NDIS Officer
Portfolio	Student Experience
Division	Disability Support
Department/Cost Centre	Disability Support - 05140
Classification	Specialist Staff Level 5
Position Number/s	102497
Reporting to	Manager – Disability Services
Provides Coordination to	NDIS Program Officers and Disability Support Workers

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

South West TAFE Disability Support encompasses South West Disability Services (SWDS) as a subsidiary of South West TAFE.

The Disability Support division supports students whom identify as having a disability, mental health and/or medical condition holistically to promote equity and inclusion during a student's educational journey with SWTAFE.

South West Disability Services is registered to deliver services through the National Disability Insurance Scheme and Department of Health and Human Services. SWDS has a strong team that supports members of the South West community through a person centred approach to empower and provide supports that meet their individual aspirations.

Position Overview (Your Opportunity)

The NDIS Officer is responsible for the daily coordination and guidance of the NDIS Program Officers and Disability Support Workers within the Disability Services team and the supports funded participants accessing TAFE and the greater community with the use of their individual funding. The role involves implementing and developing support profiles and monitoring participant's individual goal progression; while developing strong connections with participants/families/carers and internal and external stakeholders.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Facilitate person centred planning with participants to maximise their funding allocations in accordance with departmental guidelines and funding bodies
- Support the professional supervision of NDIS Program Officers and Disability Support Workers in daily operations including but not limited to, information sharing, rostering and induction.
- Monitor the Customer Relationship Management System (CRM) utilised by SWTAFE to ensure compliance with departmental requirements and key funding bodies
- Oversee and monitor daily operations including but not limited to funding allocations, daily activity sign off, goal progress, daily case notes, incident reports, individual profile development and amendments
- Liaise with participants, internal and external stakeholders in the development and implementation of supports to people with disabilities and/or mental health concerns accessing SWTAFE programs and activities
- Attend and facilitate meetings internally and externally as required
- Contribute to compliance, planning and policy development, preparing reports, individualised summaries, statistics and other relevant information as required

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Knowledge of the disability sector inclusive of the associated funding streams, compliance and reporting models
- Understanding of all relevant disability standards and providing a person centred disability service
- Relevant experience in guiding a team of professional staff within daily duties
- Proven ability working effectively with people with disabilities and their families/carers
- A demonstrated understanding of the impact a disability may have on an individual's education and or personal development
- Ability to liaise with internal and external stakeholders
- Previous experience in aligning team with the organisational values and goals through effective people management and modelling
- Identifies and promotes opportunities of continuous improvement
- Identifies or develops overall team goals and links strategies and actions required to achieve these goals

Qualifications and Requirements

Mandatory requirements

- Relevant Degree or Diploma in Disability, Health and Community with relevant experience, or a suitable combination of lesser formal qualifications with experience in disability or community services
- Employee Victorian Working with Children and satisfactory Police Check
- NDIS Quality, Safety and You Certificate
- Cleared NDIS Worker Screening check

Highly desirable requirements

- Lived experience or awareness of the impact of disability upon individuals, families, carers and the community
- Experience in Vocational Education & Training (VET) Industry
- Substantial experience using Microsoft Office products and relevant industry software and programs

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Click here to enter text.	
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture	Lynden Brown	04/05/22
Agreed by	Incumbent		