



## Support Coordinator

### Position Description

## About Autism Tasmania

Autism Tasmania is a community based, not-for-profit, incorporated association and registered charity. We are committed to improving the lives of adults and children on the autism spectrum, their families, and carers; and to improve community awareness, acceptance, and understanding of autism. We work closely with our members and the extended autism community to advocate for equity and fairness.

### Vision, Mission and Values

**Our Vision:** Optimum life outcomes for adults and children on the autism spectrum.

**Our Mission:** To help adults and children in Tasmania on the autism spectrum, their families, and carers to participate fully, independently, and equally in all aspects of their everyday lives.

### **Core Values:**

#### **Inherent worth**

We recognise and celebrate that people on the autism spectrum are valuable members of society, capable of contributing to and enriching the lives of those around them.

#### **Social justice**

We value equality and recognise that some people need a greater share of resources in order to have equal opportunity.

#### **Individual dignity**

We value individuality, acknowledge that everyone should be treated with respect, and we believe that all people should have the opportunity to be involved in choices relating to their own wellbeing.

#### **Respecting language and identity**

We acknowledge the differing views within the autism community for describing autism and respect the right of individuals to choose the language which they believe most powerfully represents them.

**Evidence-based practice and policy**

We value evidence-based practice and consult with and seek input from the autism community to influence better policy outcomes.

**Collaboration and community**

We value partnerships with other organisations and celebrate the diversity and achievements of the community we represent.

**Professionalism and accountability**

We strive to operate our organisation transparently and with the best interests of our members and the Tasmanian autism community in mind.

## About Autism Support Coordination

Autism Tasmania's Support Coordination service operates according to the principles of the National Disability Insurance Scheme (NDIS) and supports independence and social and economic participation of NDIS participants. It supports the right of people with disability to exercise choice and control in relation to their goals, and the planning and delivery of their supports. Autism Tasmania provides support coordination for participants on the autism spectrum.

## About the Role

The Autism Support Coordinator is responsible for delivery of effective and efficient services as a member of the Autism Tasmania Support Coordination service team.

## Reporting Relationships

The Autism Support Coordinator operates under the direction of the Support Coordination Manager and CEO as part of a state-wide service. Because of the part-time nature of roles and geographic separation, these working relationships require effective collaboration and self-directed accountability.

## Location

21 Goulburn Street, Hobart.

## Employment terms, Remuneration

This position is part-time contracted for 2 years.

The standard work hours are 20 hours each week.

The commencing work level standard for this position is SCHADS Award level 4.1.

Access to full salary sacrifice options.

## Responsibilities and Duties

### Service Coordination

1. Support NDIS participants/nominees to understand and implement their NDIS plans.
2. Provide factual, impartial, evidence-based information to support participants/nominees to make informed decisions about access to supports to achieve their goals.
3. Strengthen participant capacity to direct their own supports and participate in their community.
4. Support participants to access relevant mainstream and community supports.
5. Assist participants/nominees to engage supports of their choice.
6. Link participants/nominees to local support networks, including advocacy groups.
7. Maintain clear, accurate and up to date records of support provided including time spent.
8. Provide support coordination in accordance with all relevant processes and legislation.
9. Utilise the NDIS portal (PRODA) as required.
10. Budget and monitor plan expenditure and outcomes and help participants/nominees develop their capacity to do so.
11. Review participant needs regularly and provide appropriate crisis support.
12. Assist participants/nominees prepare for plan review and understand the review process.
13. Provide progress reports to NDIA on progress toward goals and outcomes.
14. Provide pre-planning consultations to individuals and small groups.
15. Contribute to the development and evaluation of Autism Tasmania's Autism Support Coordination services.

### Working Practices

1. Promote a positive reputation for Autism Tasmania and uphold Autism Tasmania's values.
2. Contribute to the promotion of services to consumers and other agencies.
3. Complete reporting and data management requirements and be accountable for work practices. Ensure effective records management, confidentiality, and privacy.
4. Attend and participate in all required meetings.
5. Work in collaboration with other programs and services of Autism Tasmania.
6. Contribute to Autism Tasmania's knowledge by sharing relevant information with other staff.
7. Adhere to all statutory and Autism Tasmania's policies, procedures, standards, and work practices.
8. Perform other duties as required.

## Desirable Skills and Abilities

### Qualifications

1. Relevant Tertiary qualification is highly desirable.
2. Support coordination or similar experience.
3. Working in a capacity building role with people with disabilities, ideally those with autism.

### Areas of Knowledge

1. Autism.
2. National Disability Insurance Scheme (NDIS) policy, processes, and current issues.
3. Principles of individual capacity building within the disability community.

### Personal abilities

1. Ability to engage collaboratively, effectively, and professionally with a range of stakeholders.
2. Creative thinking and effective problem solving
3. Effective research and networking skills.
4. Great self-management, organisation, self-direction, and motivation.
5. Ability to work effectively under pressure and manage changing priorities
6. Work with people from diverse backgrounds, value systems, cultural differences, and special needs.
7. High level skills with working in Microsoft Windows and data entry.
8. Personal responsibility for delivering quality client services.
9. Effective time and budget management skills.
10. High level report writing skills, oral communication, and negotiation.

### Special Requirements

1. Current Tasmanian driver's licence.
2. Access to own vehicle, with appropriate insurance, for travel within Tasmania.
3. NDIS worker screening clearance or ability to obtain.
4. Flexibility to travel and work after hours by prior arrangement.

### For more information:

Please contact Kerryn Pammenter, Autism Support Coordinator Manager for a confidential discussion on 0438 918 570 or [Kerryn.pammenter@autismtas.org.au](mailto:Kerryn.pammenter@autismtas.org.au)

### Application requirements:

A cover letter and resume addressing your interest and suitability to the role submitted to [ceo@autismtas.org.au](mailto:ceo@autismtas.org.au) by 5pm 30 March 2021.