



Support Coordinator

Position Description

About Autism Tasmania

Autism Tasmania is the peak state-wide organisation representing the interests and aspirations of the Tasmanian autism community. Autism Tasmania is a community based, not-for-profit, incorporated association and registered charity. www.autismtas.org.au We work closely with our members and the extended autism community to advocate for equity and fairness for autistic Tasmanians.

Vision, Mission and Values

Our Vision: Optimum life outcomes for all autistic Tasmanians

Our Mission: To work with, and for, the Tasmanian autism community to:

- Create the right conditions for autistic Tasmanians to achieve
- Grow community knowledge about autism and how to make a difference

Our Values:

Inherent worth

We recognise and celebrate that autistic people 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 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

Autism Tasmania co-designs and delivers person-centred, tailored, individual and group services including:

- Autism advisory and service connections
- NDIS support coordination
- Learning and Development programs for the autistic and broader community
- Peer and Social networks programs

The suite of programs are funded through a combination of internal investments and external (government) funding grants.

Program Managers are part of the Program, Business and Operations (PBO) Team of Autism Tasmania to deliver efficient, effective, and sustainable programs.

This is achieved through:

- Ensuring effective planning, development and operational delivery of high quality, sustainable mission- focussed programs.
- Ensuring that all programs are managed in accordance with funding requirements, Autism Tasmania policies, allocated budgets, and contemporary project management and human resource management approaches.
- Developing effective systems to comply with quality and risk management accountability requirements.

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

Reporting Relationships

The Support Coordinator operates under the direction of the Program 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

Based in the Autism Tasmanian offices located at Hobart, Launceston or Burnie

Employment terms and Remuneration

This position is permanent part-time.

The standard work hours are 15 hours each week.

The work level standard for this position is SCHADS Award Level 5.1

Access to full salary packaging options.

Responsibilities and Duties

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. 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.

Selection Criteria

Values alignment

1. Ability to demonstrate and authentically promote Autism Tasmania's values.
2. Ability to foster, promote and implement a culture that keeps the autistic community at the centre of everything we do; demonstrates an awareness of and prioritises the needs of the autism community; focuses on optimal outcomes.

Qualifications, Knowledge and Experiences

1. QUALIFICATIONS

- a) Relevant Tertiary qualification is highly desirable.

2. KNOWLEDGE and SKILLS

- a) Autism.
- b) National Disability Insurance Scheme (NDIS) and Information, Linkages and Capacity Building (ILC) policy, processes, and current issues.
- c) Principles of individual capacity building within the disability community.
- d) Microsoft

3. EXPERIENCES

Support coordination or similar experience for a minimum of 1 year, specifically:

- a) Budget monitoring;
- b) Working in a capacity building role with people with disabilities, ideally those with autism; and
- c) Maintaining clear records including case notes and time spent.

Personal attributes

1. COLLABORATION - Ability to engage collaboratively, effectively, and professionally with a range of stakeholders.
2. PROBLEM SOLVING – proven ability in creative thinking and effective problem solving.
3. COMMUNICATION - Clear communication skills with excellent interpersonal skills; high level written and verbal communication skills; ability to prepare high quality business cases and reports.
4. SELF MANAGEMENT - Good personal organisation, self-direction, and motivation, with the ability to work effectively under pressure.
5. TIME MANAGEMENT - Ability to work effectively under pressure and manage changing priorities.
6. INCLUSION - Work with people from diverse backgrounds, value systems, cultural differences, and additional needs.

Special Requirements

1. Minimum 1 year experiences as a Support Coordinator.
2. Provide evidence of your Right to Work in Australia.
3. Current Tasmanian driver's licence. Access to own vehicle, with appropriate insurance, for travel within Tasmania.
4. Current Working with Vulnerable Person's clearance/NDIS worker screening clearance.
5. Flexibility to travel intrastate by prior arrangement.