

BIZLINK JOB DESCRIPTION

Position: NDIS Coordinator

Manager: NDIS Manager

Key Responsibility: To assist the NDIS Manager to deliver our NDIS program, projects, and related activities. Support NDIS funded participants to build work capacity and undertake vocational development activities. Build and maintain community partnerships and promote BIZLINK.

1. SUPPORT

- 1.1 Liaises with the NDIS Manager regarding planning and priority of activities to ensure alignment with team needs and strategic objectives.
- 1.2 Establishes positive working relationship with participants and their support network as appropriate, maintains suitable contact.
- 1.3 Ascertains participants skills, abilities, interests, needs and aspirations and implements on and off-site strategies and interventions to build work-related skills and achieve other goals.
- 1.4 Assists participants to link in with or maintain existing programs and community supports and works collaboratively with such supports as appropriate e.g. schools, mental health services and community groups.
- 1.5 Assists participants with transport training, vocational development activities, education and training and any other activity related to job readiness, job retention and/or career development.

2. REFERRALS

- 2.1 Completes registration activities in accordance with procedures, policies, objectives, and contract requirements.
- 2.2 Assists in the development of promotional material and participates in publicity and networking activities.
- 2.3 Develops and maintains referral networks and maintains contact with potential and existing referral sources e.g. schools, community services, mental health services, training and apprenticeship organisations, government services.

3. PROJECTS

- 3.1 Assists the NDIS Manager with project performance reports as required.
- 3.2 Assists the NDIS Manager with funding applications as required.
- 3.3 Delivers projects as directed by the NDIS Manager across sites to meet objectives.
- 3.4 Delivers grants and funding opportunities that support BIZLINK objectives and improve service delivery.

4. GENERAL

- 4.1 Performs all duties in a manner commensurate with BIZLINK values, the National Standards for Disability Services, and the NDIS Practice Standards; represent BIZLINK and people with disability in a positive and professional manner.
- 4.2 Undertakes all activities as detailed in the Policies and Quality Procedures, including maintenance of records that evidence activities; any reporting requirements; updating databases.
- 4.3 Builds a positive team spirit, works collaboratively across departments and sites, and balances the needs of the team with individual responsibilities.
- 4.4 Attends meetings or functions as required.
- 4.5 Participates in research, staff training and consultancies as required.
- 4.6 Takes appropriate action following any reported complaint or direction from management.
- 4.7 Performs any other job-related duties as directed by management.

| Employee Name (Printed) | Signature | Date |
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NOTE: when acknowledged in Employment Hero (EH) you do not complete the signature panel. EH provides electronic approval.