

## POSITION DESCRIPTION

<b>Job Title</b>	Project Officer - NDIS
<b>Reporting to</b>	Disability and Quality Manager
<b>Direct Reports:</b>	None
<b>Hours</b>	Part-time. 18.75 hours per week (0.5FTE) One year contract
<b>Location</b>	Brighton, South Australia
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award – Level 5

The position is reliant on the availability of ongoing funding and organisational financial capacity.

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### Purpose

Its main purpose is to ensure that individualised agreements for the provision of services and supports for people with a disability are delivered in line with contractual requirements.

The role will ensure that all individual funding agreements for Tutti Arts are implemented, monitored and reviewed in line with the needs of the customer, their NDIA plan or other governance obligations.

### Key Responsibilities

- Provide information to artists and their families in preparation for their planning meeting including conducting pre planning meetings
- Support artists/ families at NDIS planning meeting if requested
- Ensure all service agreements reflect the agreed requirements of artists and NDIS plans and accurately describe the service, supports and costs to be delivered in line with what Tutti Arts can offer.
- Facilitate the transition from agreement signing, to service and support delivery negotiating with Coordinators as required.
- Ensure mechanisms are in place to review the successful delivery of the plan at key touchpoints such as commencement, change of circumstance, customer incident, and prior to expiration.
- Monitor the delivery of service agreements and negotiate variations as needed, providing feedback to service delivery areas.
- Develop and implement internal procedures that facilitate the effective management of plans or other agreements
- Work closely with the Finance Officer and Disability Manager to ensure that financial information is correctly captured within the service agreement.
- Liaise with NDIA , LAC and other relevant agencies as required,
- Liaise with artists, their families or other key stakeholders to ensure services and supports meet the needs of artists at all stages of the plan.
- Assist with new enquires to access the programs
- Ensure NDIS plans and agreements are entered into the relevant systems
- Ensure appropriate document management and controls are in place

- Work collaboratively with the Disability Manager in relation to the organisation's NDIS Transition Plan
- Other duties as required

### STANDARD JOB REQUIREMENTS:

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values Statement.
- Contribute to the Goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time.
- Adhere to the legislative requirements of the role including but not limited to the OHS&W Act, Equal Opportunity Act and Anti-Discrimination Act.
- Be physically and mentally capable and present themselves in a fit state to conduct their duties.
- Actively participate in performance reviews, performance development or performance improvement and mandatory training as required.
- Undergo a satisfactory DCSI criminal screening check on a regular basis as required.
- Be willing to work out of office hours to meet specific requirements on occasion.

### WORKPLACE HEALTH, SAFETY AND WELFARE:

All employees must:

- Adhere to policies and procedures and follow all reasonable instruction.
- Attend required training.
- Report hazards, all incidents and near misses within timeframes.
- Protect own safety at work.
- Avoid adversely affecting the health and safety of others through an act or omission at work.
- Use supplied safety equipment.

### QUALITY AND RISK MANAGEMENT:

All employees must:

- Report to their line manager or a member of the senior team any identified potential risks.
- Completes hazard and incident reports as per procedure.
- Ensure all essential training is completed and up to date.
- Comply with the quality systems policies, procedures/processes.
- Report to their line manager any problems with compliance that need to be addressed.

### Internal Relationships

<i>With</i>	<i>Purpose</i>
Disability Manager	Reports to the Disability Manager
Finance Officer	Will liaise with Finance Officer regarding financial information and claims
Coordinators	Will liaise with Coordinators regarding service delivery

## KPI's

<i>KPI's</i>
<ul style="list-style-type: none"> <li>• Service Agreements in place for all participants – 100%</li> </ul>
<ul style="list-style-type: none"> <li>• Information sessions provided to artists/families</li> </ul>

## Academic Qualifications, Work Experience and Skills

<i>Essential</i>	<i>Desirable</i>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Previous experience working in the NDIS environment</li> <li>• Previous experience working with people with a disability and their key supports.</li> </ul>	
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of the NDIS, pricing schedule.</li> <li>• Demonstrated knowledge of Disability Service Standards and relevant legislation</li> </ul>	
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to relate on a personal level with people with a disability of all ages and circumstances</li> <li>• Ability to relate professionally with families, advocates other professionals including DCSI and NDIA</li> <li>• Ability to effectively manage time and prioritise tasks</li> <li>• Sound computer skills in Microsoft applications</li> <li>• Can work equally well independently and with a small team environment</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to coordinate the implementation of services and supports</li> </ul>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in Disability, Social Work or related area</li> </ul>	
<p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Department of Community and Social Inclusion (DCSI) Clearance Certificate (children or disability)</li> <li>• Australian Driver's Licence</li> </ul>	

## Personal Qualities and Behaviour traits

<b>Attribute</b>	<b>Description</b>
Courage, confidence and energy	The ability to face challenges with confidence and bravery and to maintain high levels of effective vigorous activity over extended periods of time.
Capacity to collaborate	The ability to work effectively and inclusively with others on a common task and to take actions which respect the needs and contributions of others
Versatility/creativity	The ability to work effectively in different contexts, demonstrated by the capacity to think on one's feet and amend one's approach in line with evolving circumstances and priorities.
Conceptual	The ability to spot underlying themes and causal issues that are important to address.
Drive	A determined drive to achieve results, deliver high standard work and maintain a leading edge in the sector
Appropriate Person	Has a personal record free from inappropriate social or criminal activity.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Employer (authorised person)**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Performance review period / Review date:** \_\_\_\_\_