



POSITION DESCRIPTION

POSITION TITLE	Local Area Coordinator
DIVISION	NDIS Services
DEPARTMENT	Local Area Coordination
REPORTS TO	Senior Local Area Coordinator

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

DEPARTMENT PURPOSE

The NDIS Services division comprises of Local Area Coordination (LAC) and Early Childhood Early Intervention (ECEI) services. The Brotherhood of St Laurence is a partner in the community delivering LAC and ECEI services in five areas across metropolitan Melbourne.

Early Childhood Early Intervention

The ECEI approach supports children aged 0-6 years who have a developmental delay or disability, and their families/carers. The ECEI approach supports families to help children

develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.

Local Area Coordination

Local Area Coordination is a pivotal function in the National Disability Insurance Scheme (NDIS). LAC provides planning and coordination to support people with disability exercising choice and control over the services they use. LAC promotes community inclusion and supports the development of mainstream services that are accessible to people with disability. The role of LAC is to assist people with disability to advocate, plan, organise and access the support and services needed to live an ordinary life. This includes assessing each person's eligibility for the NDIS and, where eligible, helping to establish a NDIS plan with reasonable and necessary supports. Local Area Coordinators build community capacity and assist people with disability to access mainstream services regardless of NDIS eligibility.

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KEY RESPONSIBILITIES

- ensure that the capabilities of each person are utilised to the maximum extent possible in determining and implementing their own plans.
- assist people with disability and their carers to document their circumstances and personal objectives.
- provide advice and information about mainstream services that will help each person to achieve personal objectives.
- where necessary, provide direct support to link individuals with services.
- ensure that contractual and organisational KPI's for information, linkages and coordination work are met.
- use defined processes to assist individuals to determine eligibility for the Scheme.
- support the development of a NDIS plan that will enable the attainment of personal objectives.
- where eligibility criteria are met, refer a recommendation for funding to NDIA.
- ensure that approved plans are implemented.
- provide advice, information and support for people with disability to exercise choice and control over the services they use.
- review plans as required due to the passing of time, or changing circumstances.
- ensure that contractual and organisational KPI's for planning and assessment are met.
- inform mainstream services and community services about the Scheme, its goals, activities and functions.
- build awareness in mainstream and community services on the value and importance of accessibility.
- support mainstream services to take practical steps to being more inclusive.
- advocate for a positive approach to disability in the broader community so that people with disability and their families and carers feel empowered and valued.
- maintain records on the assessment of accessibility, attitude and availability of mainstream services to inclusion requests.

- ensure that contractual and organisational KPI's for community capacity building are met.
- Other duties as required

TO BE SUCCESSFUL YOU MUST HAVE

Essential

- relevant qualifications in the disability sector and/or lived experience or awareness of the impact of existing or acquired disability upon individuals, families, carers and the community
- demonstrated ability and commitment to helping people attain their goals
- takes ownership and responsibility for decisions
- demonstrated experience in community development
- experience with highly accountable processes that are subject to external review.
- proven ability to effectively use and suggest improvements for the use of technology in the workplace
- proven interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
- proven ability to work autonomously and effectively as part of a team
- demonstrated ability to identify and resolve problems and make appropriate recommendations
- well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- understanding of and empathy with the values and ideals of the Brotherhood and the scheme.

Desirable

- experience in customer facing environments that support or provide services to the community will be highly regarded.

MANDATORY EMPLOYMENT CRITERIA

- specific work requirements include weekend work, evening shifts, work based travel, and attendance at a variety of different work locations
- proof of eligibility to work in Australia is required
- a satisfactory Police Check is required. The Brotherhood will facilitate this process
- a Working with Children Check is required for this position. The Brotherhood will facilitate this process.
- A Disability Worker Exclusion Scheme Check is required for this position. The Brotherhood will facilitate this process.