

Lifeskills Plus Inc.
DUTY STATEMENT
Support Coordination
Support Role

Responsible for: Providing coordination of supports for NDIS participants with relevant funding in their plans

Responsible to: Senior Support Coordinator

Service Provision:

- Ensured confidentiality of all Lifeskills Plus Inc. information
- Accept referrals from NDIA, participants, service providers, families and carers
- Identify and eliminate conflicts of interest between service streams (CoS, Plan Management, service delivery)
- Develop Coordination of Supports service agreements
- Liaise with participants, families and carers, service providers, NDIA Hotline and planners, Social Futures Local Area Coordinators, The NDIS Quality and Safeguards Commission, other relevant government agencies
- Make referrals to other agencies including Behaviour support & advocacy where appropriate
- Assist and educate participants, families and carers to understand how to set up myGov and access and navigate the participant portal
- Liaison with service providers and obtain progress reports to prepare for scheduled plan reviews
- Attend scheduled plan review meetings where required

Administration

- Utilize community resources to promote both the service and a positive image of people with disabilities in the community
- Develop and promote Coordination of Supports services
- Assist with development of appropriate promotional material and internal documentation

WHS

- Read, understand and comply with Lifeskills Plus Inc. WHS related policies and procedures
- Undertake all work related activities in a safe and proactive WHS manner
- Actively participate in consultation regarding safety in the workplace
- Report any incidents, near misses, faulty equipment or potential WHS concerns

General

- All other tasks as directed by Senior Support Coordinator and CEO
- Understand and utilize where appropriate Lifeskills Plus Inc. Staff Grievance Procedures

This duty statement will change in line with the changing needs of the organisation and in consultation with the Senior Support Coordinator