



## Job Description Form

Classification Evaluation Date: 30 January 2014

Current Version Date: 01 June 2016

### Local Coordinator

Position Number: <Generic>  
Classification/Level: Level 4/5  
Award/Agreement: Public Service General Agreement 2014  
Organisation Unit: Local Operations  
Physical Location: <Metropolitan and Regional WA>

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#### This Position Reports To:

Position Number: <Various>  
Position Title: Area Manager  
Classification/Level: Level 7

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#### Positions Under Direct Supervision:

Level/ Title: Nil

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#### Organisational Context

The Disability Services Commission is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Established in 1993 under the Disability Services Act 1993, the Commission provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Commission also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Commission seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

## GENERIC; Local Coordinator L4/5

### Values:

- Commitment — to our vision for people with disability and their families
- Respect — values cultural diversity and encourages everyone's unique contribution
- Integrity — is honest and truthful about decisions and actions
- Working together — works together cooperatively to get things done and pursue our vision
- Openness — decision-making and communications are clear and transparent
- Leadership — actions reflect leadership responsibilities
- Accountability — are openly accountable for decisions and actions
- Continued learning — are committed to a culture of excellence and continued learning.

The Commission is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

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### Key Work Description

This position provides ongoing support to individuals with disability, their families and carers to help them access information, plan for the current and future disability related needs, participate in their community and navigate the disability support system.

Local Coordination promotes choice and control in the hands of people with disability, families and carers. It implements a self-directed supports and services approach to support people with planning, access to flexible, local community based supports and services and, where required, seamless funding. Working in partnership with the non-government sector, Local Coordination fosters local, decentralised decision making and community connection.

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### Work Description

This section outlines the results and outcomes required of an individual in this position.

#### 1.0 Coordination, Planning and Funding

- 1.1 Builds and maintains effective working relationships with individuals, families, carers and communities in a local area.
- 1.2 Provides accurate and timely information and assists individuals, families and communities to access information through a variety of means.
- 1.3 Engages with individuals, families and carers to identify goals, strengths and needs, and plan for the future.
- 1.4 Supports individuals and families to develop the skills and confidence they need to plan for the future.
- 1.5 Promotes self-advocacy and provides advocacy support/access to independent advocacy as required.
- 1.6 Supports individuals, families and carers to use personal and local community networks to develop practical solutions to meet their plan goals.
- 1.7 Assists individuals and families to access the supports and services they need to achieve their identified plan goals, including access to funding as appropriate.

#### 2.0 Community Development and Capacity Building

- 2.1 Actively supports positive partnerships between individuals, families, carers, local organisations and the broader community to build a more inclusive community.
- 2.2 Develops a sound understanding of the key issues for people with disabilities in the local area to inform planning and policy development.
- 2.3 Builds and maintains a current working knowledge of local community supports and services.

#### 3.0 Administration and Information Management

- 3.1 Ensures records are maintained with up to date information regarding contact, supports and funding provided to individuals and families, including the development, monitoring and review of individual plans via use of an endorsed data system.
- 3.2 Organises and maintains administrative records.
- 3.3 Adheres to accountability / funding frameworks and meets benchmarks.
- 3.4 Maintains and provides data for reporting purposes and responds to requests for information.
- 3.5 Facilitates assessments of eligibility in accordance with Commission's Eligibility Policy.

#### 4.0 Professional Development and Supervision

- 4.1 Participates in supervision and performance development processes and undertakes ongoing training and development related to the position.
- 4.2 Participates in team and organisational meetings and planning initiatives as required.
- 4.3 Other duties as required.

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**Work Related Requirements**

In the context of this position, able to demonstrate:

**Qualifications**

**Desirable**

- Completion of a tertiary qualification.

**Experience**

**Essential**

- Relevant experiences in human services or a related discipline.

**Knowledge/Skills/Abilities**

**Essential**

- Well developed communication, negotiation and advocacy skills.
- Demonstrated ability to build and nurture relationships at a personal, organisational and community level.
- Demonstrated ability to develop plans and achieve positive outcomes for individuals within the context of organisational policy, procedures and resources.
- Demonstrated ability to manage a variety of tasks, set goals and achieve effective and timely outcomes.
- Commitment to principles of social justice.
- Demonstrated competency in the use of information technology including Microsoft applications and databases. .

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**Special Requirements/Equipment**

Appointment is subject to a satisfactory National Police Clearance.

A current Australian driver's licence and the ability to travel in response to organisational needs.

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**Certification**

Robyn Massey, Executive Director Local Operations.

Signature



Date

1.6.16

<b>Disability Services Commission</b>	
<b>JDF Registration</b>	
Sign	<u>W. Doolan</u>
Date	<u>01/06/2016</u>