



NDIS Specialist Service Coordinator - Housing

Employment Type: Full time (reduced hours possible) 2 year contract

Location: 104 Greenhill Road, Unley, South Australia

Do you want to make a real contribution to delivering independence, power, choice and control to people living with disability?

Are you interested in assisting individuals to take up innovative housing options in community?

As inhousing's NDIS Specialist Service Coordinator, you will work with people living with disability and families to take up contemporary community-based housing options. The position requires a self-motivated, well organised individual who is interested in working with individuals to navigate a complex system to achieve their housing related goals.

inhousing is an innovative housing provider focused on the needs of people living with disability. We believe that individuals can live with who they choose, in environments where they have power choice and control. We achieve this by constructing and renting fantastic independent living homes across Adelaide, metro and some regional areas. Tenants live in their own home, they access any daily living support arrangements, provided by a third party service provider of their choice.

Our housing services are based around a customer-centred philosophy, in which all team members and external consultants collaborate to achieve the goals identified by individuals and their families. The successful candidate will possess strong professional and ethical values that align with this philosophy.

The role is offered on a full-time, 2 year contract. Hours are flexible and reduced hours are possible.

Success in the role?

To be successful in this role you will have the skills and attributes as described in the attached Job and Person Specification. You must be a qualified Occupational Therapist, Social Worker or Psychologist to take up this position.

How to apply

Address your application to Mr Geoff Barber, Chief Operating Officer Applications can be submitted via email geoffb@inhousing.org.au.

We will commence the short listing process on the 5 April 2019

Enquiries

If you would like to discuss this role please feel welcome to email us at geoffb@inhousing.org.au

Role description & person specification

Title of Role:	NDIS Specialist Service Coordinator - Housing
Term of Appointment:	2 year contract

ABOUT THE ROLE

1. Summary of the role's aim

The NDIS Specialist Service Coordinator- Housing, is responsible for:

- Increasing the capacity of people living with disability to plan for their current and future NDIS housing related needs.
 - Contribute to the development of contemporary innovative housing models
 - Delivering inhousing's Specialist Disability Accommodation (SDA) planning services
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2. Main Benefits (Outcomes)

[A summary of the measurable benefits that will be brought to the target community]

The success of this role will be reflected by an improvement in the life chances for people living with disability¹ through:

- Increased understanding of NDIS housing related policies and procedures.
- Improved housing outcomes aligned to individual preferences.
- Increased uptake of contemporary housing models
- Greater certainty when considering or accepting housing offers

¹ ¹ Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

3. Main Deliverables (Outputs)

[A summary of what the role will quantitatively produce]

Contribute to the practices of inhousing through the:

- Development of referrals, networks and sector relationships to support an individual prepare for NDIS planning sessions or review.
 - Production of housing related NDIS planning resources for people living with disability and their family.
 - Production of NDIS housing pathways for current and future tenants to take up innovative housing models.
 - Enhancement of systems for managing NDIS housing demand
 - Enhance the shared knowledge of NDIS, Specialist Disability Accommodation (SDA) & Supported Independent Living (SIL) across the inhousing team
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4. Main work activities (Processes)

- Work with people living with disability, families support providers and planners to assist those in complex situations to take up new and innovative housing opportunities.
 - Research and monitor NDIS housing related supports
 - Map and monitor NDIS SDA implementation in South Australia
 - Coordinate inhousing's tenant transition to NDIS
 - Develop resources, fact sheets & guidelines
 - Develop exemplars and scenarios to assist in planning process
 - Assist people to access housing planning and appeal assistance
 - Identify and make referrals to contractors to assist with personal planning.
 - Promote contemporary housing models to support informed planning
 - Project planning, including benefits, measures, deliverables, processes and inputs
 - Identification of, and connection with, project stakeholders
 - Identification and resolution of project issues
 - Regular reporting, including milestones and benefits, to meet the needs of management, board and government
 - Review project activity and documents regularly to ensure material such as guidelines, policies, manuals, website, forms and agreements are regularly updated.
 - To work in collaboration with other staff and agencies
 - other activities as directed by CEO or delegate
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5. Reporting/Working Relationships

This role reports to (role sponsor): Chief Operating Officer or delegate

This role provides formal support and guidance to the following other roles:

- nil.

This role is responsible for maintaining good networks with stakeholders, including:

- People living with disability, and other people in their lives such as family, friends and other supporters
- inhousing Team Members
- Community leaders and NGOs relevant to the work
- Government staff relevant to the work

6. **Special Conditions** (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Be available for work-related travel from time to time.

The role demands a commitment to:

- Supporting the integrity of inhousing by maintaining a high standard of personal and professional conduct that supports our values, including the following:
 - People living with disability having personal authority over their lives;
 - People living with disability should be active, valued members of mainstream community life;
 - Communities should be accessible and inclusive; and
 - Capacity-building for people living with disability is essential.
- Exercising ambassadorship for the organisation;
- Exercising good judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation;
- Supporting and contributing to the achievement of inhousing's goals, as set out in strategy and business plan documents;
- Initiating, and participating in, activities in support of sharing best practice and generating knowledge capital within and outside the organisation;
- Occasionally working outside of normal business hours where this is needed;
- Participating in performance planning and review, as frequently as may be required, but at least annually, and committing to ongoing personal and professional development; and
- Being willing to change office location if directed as a result of service development and organisational change:

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Criteria

1. Qualification in Occupational Therapy, Social Work or Psychology
2. Capacity to engage with people living with disability, families, support agencies and government officials to achieve contemporary housing outcomes.
3. A self-starter driven to achieve genuine measurable outcomes relating to the growth and development of an effective project.
4. Ability to interpret the rules of the National Disability Insurance Scheme (NDIS) to guide contemporary housing solutions for individuals.
5. Deeply felt value base in support of improving the life chances for people living with disability and their families being active valued members of mainstream community life
6. Demonstrated capacity to build effective relationships with a wide range of people, including people living with disability (and the families, friends and supporters in their lives), support agencies, government staff, and others.
7. Demonstrated capacity to render complex concepts into manageable resources for a targeted audience.
8. Demonstrated capacity to prioritise, work under pressure and meet deliverables relating to budget and timelines.
9. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.