



## INFORMATION PACKAGE

### POSITION VACANT

### PERSONAL SUPPORT PLANNER - INVOLVE EUROBODALLA FIXED TERM CONTRACT UNTIL JULY 2021

REF NO: ESC337

**CLOSING DATE: 4.30PM TUESDAY 11 AUGUST 2020**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Tina Smith on 0407 913 453



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Position Description

### Personal Support Planner Involve Eurobodalla

<b>Position Code</b>	Fixed Term – TPSUPPLAN
<b>Division</b>	Community Care
<b>Location</b>	Moruya Administration Offices
<b>Band/Level</b>	Professional / Specialist Band 3 Level 1

#### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

<b>Our values</b>	<b>We are collaborative</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

Provide Support Coordination, Plan Management and Service Delivery to participants in the National Disability Insurance Scheme (NDIS) as directed by them and in line with their NDIS plans, legislative guidelines and Council policy and procedure.

## Main duties and key result areas (KRA)

1. Provide Support Coordination to participants in the NDIS, which includes complex case management, behaviour management, liaising with health and other state jurisdictions, problem solving and meeting and reporting on outcomes to the NDIA.  
*KRA: Support Coordination activities meet client need, ensure mainstream services are in place, and meet NDIS plan outcomes. Support Coordination reports are delivered on time.*
2. Provide Plan Management services to participants, managing their NDIS funds. This includes developing a support plan budget, identifying and engaging third party providers, costing services, monitoring spending and providing statements to participants.  
*KRA: Client budgets are correct and reflect funding and support costs, funds are spent as directed and utilised to their full potential, statements delivered each quarter.*
3. Plan direct service delivery to participants, which includes removing barriers, identifying and engaging workers, monitoring effectiveness and quality and quantifying service levels.  
*KRA: Direct services are provided, participants have choice and control over workers and services met needs and outcomes.*
4. Establish and maintain reciprocal relationships with participants and their families and other service representatives that are responsive and based on mutual respect.  
*KRA: Relationships are sound, with good evidence of responsive action and respectful conduct.. Client satisfaction surveys result in 90% or above satisfied.*
5. Work with participants and their families to develop their capacity to maintain relationships, manage their support environment, live more independently and to work and socialise in their community.  
*KRA: Capacity is increased, skills are developed which results in increased independence and economic and social participation.*
6. Negotiate Participant Plan Reviews including change of circumstances with the National Disability Insurance Scheme to ensure participants have adequate funds to meet their current and emerging needs.  
*KRA: Plan reviews and change of circumstances documentation provide for adequate funding and strategies are successful, leading to positive outcomes for clients and their family.*

7. Assess and mitigate risk in relation to service delivery and maintain your duty of care to participants, and others who may be affected by the services planned by you.  
*KRA: Risk assessments completed appropriately in relation to service delivery and appropriate action taken to minimise risk to clients and to others.*
8. Accurately maintain client records, service delivery documentation and financial records within Council systems in line with established policies and procedures.  
*KRA: Client and financial records are accurate and current, kept in accordance with legislation and with Council and Community Care current policies and procedures.*
9. Contribute to the Community Care Business Strategy, the Involve Action Plan and other Council continuous improvement initiatives to ensure excellent service provision and to maintain a competitive edge.  
*KRA: Evidence of contribution to Community Care's Business Strategy, Involve Action Plan and improvement initiatives is sound.*
10. Contribute to the development and review of processes and procedures in relation to the NDIS Practice Standards and the NDIS Quality and Safeguarding Commission and other legislative requirements to ensure sound governance.  
*KRA: Evidence of contribution to governance process and procedures.*
11. Follow EEO and diversity principles and practices.  
*KRA: Work practices are compliant with EEO and diversity policies and procedures.*
12. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA: Council's WHS Policy and procedures complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Relevant tertiary qualifications in Community Services ie; Degree, Associate Diploma or Diploma in Community Services, Habilitation, Social Science, Social Work or related field.
2. Recent experience working with people with disability.
3. Recent experience working with the National Disability Insurance Agency
4. Demonstrated experience coordinating, implementing, monitoring and reviewing peoples NDIS plans.
5. Demonstrated ability to develop, monitor and report on participant budgets.
6. Excellent oral and written communication skills.
7. High level computer skills with knowledge of Word and Excel.
8. Willingness and ability to follow EEO and diversity principles and practices.

9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

#### Desirable

1. Experience in using The Care Manager (TCM) client database system.
2. Willingness to provide on-call support to direct support staff (DSW) on a roster basis.

#### Licence requirements

The following is the list of licence requirements for this role:

#### Mandatory licences required prior to commencement

1. Current Class C Driver's Licence.

*It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.*

*Verified clearance as a result of a Working with Children Check is required as well as an assessment of the results of a National Criminal History Record Check*

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Tina Smith – Coordinator Involve  
**DATE:** July 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Personal Support Planner – Fixed Term
Reference Number:	ESC337
Grading:	Grade 10 of Council's salary system
Salary Range:	In the range of \$36.72 to \$39.12 gross per hour comprised of: * \$33.53 to \$35.73 base salary, * \$3.19 to \$3.39 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working With Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.



Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
Hours of Work:	Fixed Term 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday  ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

