

Role Profile

Position	
Position Title	Local Area Coordinator (LAC)
Business Unit/Program	Operational Services – Local Area Coordination
Relationships	
Reports to:	Program Manager
Direct reports:	NA
Purpose of the Position	
<p>Intereach is partnering with the NDIS to deliver Local Area Coordination throughout the Goulburn region.</p> <p>Local Area Coordinators will alongside people with a disability and their families and carers to develop and implement a plan to achieve their goals and aspirations by connecting them with a range of local services and opportunities. Local Area Coordinators will also work directly with community groups and mainstream services to better meet the needs of people with a disability.</p>	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
Service Delivery	<ul style="list-style-type: none"> • Assist individuals, families, carers and community with information to further understand what the NDIS and how it applies to them • Build capacity of individuals, families and carers to identify their goals, strengths and needs, and plan for their future. • Support people to identify personal and local community networks to develop necessary supports and solutions to meet their goals and needs • Support people in implementing plans by providing information and fostering connections and linkages to relevant services, supports and community activities • Actively support positive partnerships between individuals, families and carers, local organisations and the broader community to build a more inclusive and accessible community • Build and maintain a current working knowledge of local community supports and services • Build capacity and community connections for people not eligible for the NDIS
Governance, Compliance and Quality Control	<ul style="list-style-type: none"> • Ensure familiarity, understanding and abide by Intereach policies and procedures as outlined in the Employee Handbook • Contribute towards policy development • Keep up-to-date with changes in government legislation, in relevant areas of responsibility • Identify and implement improvements to operational processes and procedures to enhance program functions • Maintain confidentiality

People and Culture	<ul style="list-style-type: none"> • Participate in regular team meetings to discuss progress, issues, planning and professional development • Participate in supervision • Participate in training and development relevant to the role • Actively develop and maintain supportive relationships with all staff 		
Financial	<ul style="list-style-type: none"> • When incurring expenses on behalf of Intereach, ensure this falls within budgetary guidelines 		
Work, Health and Safety	<ul style="list-style-type: none"> • Understand and comply with WH&S policies and procedures and legislative requirements • Communicate with WH&S representatives and supervisors, particularly regarding hazards in the workplace • Participate in programs to improve risk management, including health and safety within the workplace 		
Organisational	<ul style="list-style-type: none"> • Develop and maintain effective relationships with key stakeholders • Champion the values and principles of Intereach within all aspects of our work • Become familiar with all programs across the business • Actively promote Intereach services and programs within the broader community • Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation 		
Core Competencies			
As defined in the Intereach Core Competency Framework	Intereach Value	Competency	Level Required
	Leadership	Communicating with impact	1
		Focus on results	1
	Partnership	Managing relationships	1
		Working as a team	1
	Social Justice	Acts courageously	1
Respects and values differences		1	
Selection Criteria			
Essential	<ul style="list-style-type: none"> • Demonstrated experience in providing high-volume quality support and planning facilitation to assist program participants identify and obtain their needs and goals while building capacity • Excellent written & oral communication, interpersonal and negotiation skills, with the ability to communicate sensitively and effectively with all people to establish effective relationships • Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines 		

	<ul style="list-style-type: none"> • Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records • Knowledge of community networks, formal and informal supports, and NDIS providers in the region • Proven ability to work effectively and as part of team and to enhance positive workplace culture • Demonstrated experience in maintaining professional boundaries while engaging in person- centred work
Desirable	<ul style="list-style-type: none"> • Qualifications in community services or relevant discipline
Mandatory Requirements	
Essential	<ul style="list-style-type: none"> • Current Working with Children Check for relevant State • Current drivers licence • Current Criminal Record Check or willingness to undergo check
Acknowledgement of receipt and understanding of the Role Profile	
Name	
Signature	
Date	