

# Role Profile

Position	
<b>Position Title</b>	Local Area Coordinator (LAC)
<b>Business Unit/Program</b>	Operational Services – Local Area Coordination
Relationships	
<b>Reports to:</b>	Program Manager
<b>Direct reports:</b>	NA
Purpose of the Position	
<p>Intereach is delivering the NDIS Local Area Coordination (LAC) services in the Murrumbidgee area on behalf of NDIS Partner, Social Futures. 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>	
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Assist individuals, families, carers and community with information to further understand what the NDIS and how it applies to them</li> <li>• Build capacity of individuals, families and carers to identify their goals, strengths and needs, and plan for their future.</li> <li>• Support people to identify personal and local community networks to develop necessary supports and solutions to meet their goals and needs</li> <li>• Support people in implementing plans by providing information and fostering connections and linkages to relevant services, supports and community activities</li> <li>• Actively support positive partnerships between individuals, families and carers, local organisations and the broader community to build a more inclusive and accessible community</li> <li>• Build and maintain a current working knowledge of local community supports and services</li> <li>• Build capacity and community connections for people not eligible for the NDIS</li> </ul>
<b>Governance, Compliance and Quality Control</b>	<ul style="list-style-type: none"> <li>• Ensure familiarity, understanding and abide by Intereach policies and procedures as outlined in the Employee Handbook</li> <li>• Contribute towards policy development</li> <li>• Keep up-to-date with changes in government legislation, in relevant areas of responsibility</li> <li>• Identify and implement improvements to operational processes and procedures to enhance program functions</li> <li>• Maintain confidentiality</li> </ul>

<b>People and Culture</b>	<ul style="list-style-type: none"> <li>• Participate in regular team meetings to discuss progress, issues, planning and professional development</li> <li>• Participate in supervision</li> <li>• Participate in training and development relevant to the role</li> <li>• Actively develop and maintain supportive relationships with all staff</li> </ul>		
<b>Financial</b>	<ul style="list-style-type: none"> <li>• When incurring expenses on behalf of Intereach, ensure this falls within budgetary guidelines</li> </ul>		
<b>Work, Health and Safety</b>	<ul style="list-style-type: none"> <li>• Understand and comply with WH&amp;S policies and procedures and legislative requirements</li> <li>• Communicate with WH&amp;S representatives and supervisors, particularly regarding hazards in the workplace</li> <li>• Participate in programs to improve risk management, including health and safety within the workplace</li> </ul>		
<b>Organisational</b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships with key stakeholders</li> <li>• Champion the values and principles of Intereach within all aspects of our work</li> <li>• Become familiar with all programs across the business</li> <li>• Actively promote Intereach services and programs within the broader community</li> <li>• Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation</li> </ul>		
<b>Core Competencies</b>			
As defined in the Intereach Core Competency Framework	<b>Intereach Value</b>	<b>Competency</b>	<b>Level Required</b>
	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	
<b>Selection Criteria</b>			
<b>Essential</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Excellent written &amp; oral communication, interpersonal and negotiation skills, with the ability to communicate sensitively and effectively with all people to establish effective relationships</li> <li>• Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines</li> <li>• Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records</li> <li>• Knowledge of community networks, formal and informal</li> </ul>		

	supports, and NDIS providers in the region <ul style="list-style-type: none"> <li>• Proven ability to work effectively and as part of team and to enhance positive workplace culture</li> <li>• Demonstrated experience in maintaining professional boundaries while engaging in person- centred work</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Qualifications in community services or relevant discipline</li> </ul>
<b>Mandatory Requirements</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Current NSW Working with Children Check</li> <li>• Current drivers licence</li> <li>• Current Criminal Record Check or willingness to undergo check</li> </ul>
<b>Acknowledgement of receipt and understanding of the Role Profile</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	