

**POSITION TITLE:** NDIS Intake Coordinator

**EFT:** .8 EFT or 4 days

**REMUNERATION:**  $61,386 (1.0 EFT) plus superannuation and salary packaging

**REPORTS TO:** Deputy CEO / General Manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE OF POSITION:**

To work with Deaf and Disabled artists, their family and carers, the creative, disability and community sectors to support Arts Access Victoria's strategic positioning and implementation for the National Disability Insurance Scheme (NDIS). This position will oversee the training, development, and coordination of the NDIS consumer driven framework. We are seeking an experienced and motivated individual to support access to the NDIS across Arts Access Victoria.

**TERMS OF EMPLOYMENT**

This position is a contract employee of Arts Access Victoria and is covered by the Arts Access Victoria Enterprise Agreement 2004. Flexibility regarding days worked and spread of hours may be negotiated to mutual benefit.

**LOCATION**

The position is primarily based in Arts Access Victoria’s administration offices at 222 Bank Street South Melbourne. Post Covid-19 this role may be a work-from-home arrangement. This may vary depending on relevant health advice from time to time.

**ABOUT ARTS ACCESS VICTORIA**

Established in 1974, Arts Access Victoria has since become the state’s leading arts and disability organisation, dedicated to an ambitious agenda of social and artistic transformation for people with a disability, the communities in which they live, and the arts sector in which they aspire to participate without barriers. The organisation achieves this vision through: disability led advocacy; the delivery of outstanding community arts and cultural development programs for people with a disability; professional development programs for artists with a disability aimed at securing employment outcomes and best practice industry development initiatives that drive the engagement of organisations across the arts, disability and community sectors. Information about the organization can be found at [www.artsaccess.com.au](http://www.artsaccess.com.au)

**ENVIRONMENT**

Arts Access Victoria is committed to a friendly, relaxed and open workplace. Employees are expected to contribute organisation-wide, not just to their own program. All Arts Access Victoria employees are expected to embrace our mission, and work towards best practice in regard to increasing access to the arts for all Victorians.

Arts Access Victoria is an equal opportunity employer and a smoke-free workplace.

**EMPLOYMENT SAFETY SCREENING**

Please note that employment safety screening is undertaken for all positions within the organisation as part of its contractual arrangements with government. All employees are obliged to fully disclose relevant information and screening is undertaken as part of recruitment procedures.

**MAJOR CONTACTS**

NDIS Intake Coordinator reports to the Deputy CEO / General Manager and works across AAV's programs, services and with internal and external staff and stakeholders.

**KEY DUTIES:**

* Undertake a varied role encompassing NDIS information exchange, advocacy and research, to support artists and services develop through the arts, disability and cultural sectors
* Manage the Intake processes into AAV’s artistic program for new NDIS participants
* Coordinate a range of administrative processes that support the intake of current and future participants to AAV’s programs and services: intake coordination, CMS data input, development of NDIS Service Agreements and Schedule of Supports
* Coordinate NDIS Client Management System (Flowlogic) intake information and system issues, in collaboration with the relevant staff
* Coordinate information sessions and resource development in response to stakeholder needs ie. artists, staff, families, and carers
* Develop and coordinate staff information and training aligned with sector updates
* Maintain a high-level awareness of the changing policy and program environment both locally and nationally.

**SHARED TASKS:**

* Liaise with Finance team to ensure effective finance processes for plans and payments
* Identification of evolving opportunities in the NDIS including new business opportunities in response to the market needs of consumers, including ILC
* Work with Management team to support innovative and responsive service delivery, and arts and disability sector information
* Assist with service agreements, claims and finance processes and stakeholder inquiries
* Attend planning meetings to advocate for appropriate supports for individuals’ participation in arts and cultural practice and pathways to employment
* Support marketing and communication strategies regarding NDIS
* Other duties as required

**SELECTION CRITERIA**

**Essential**

* Demonstrated understanding of the NDIS environment, funding and reporting models, service delivery models, and quality service frameworks
* Experience coordinating information and system issues for Client Management Systems
* Strong project management and leadership skills that incorporate strategic planning, innovation, methodologies and tools
* Demonstrated skills in increasing and maintaining effective partnerships and relationships across the arts, disability, community and health sectors
* Flexibility and an ability to work within an ambiguous/changing environment
* Experience working with Deaf and Disabled people from diverse backgrounds
* Excellent interpersonal and negotiating skills with the ability to motivate others
* Excellent administrative and organisational skills, including strong written and communication skills

**Desirable**

* A lived experience of disability and a strong understanding of social model of disability
* Experience in the arts and disability services sector
* Appropriate qualifications or related experience

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Diversity statement**

Arts Access Victoria is an equal opportunity employer. We strongly encourage people with a disability and/or people from a culturally and linguistically diverse background to apply. If you require assistance with your application, please contact us. A position description is available in alternate formats if required including Braille, CD, Large Print and Plain English.