

Case Worker – Community Care and Disability Services and NDIS

Position Details

The purpose of the CCDS Program and National Disability Insurance Scheme (NDIS) Case Worker role is to provide coordination of care services for clients to support them to live an independent lifestyle of their choice through the provision of holistic in home and community supports. This support may be provided through NDIS packaged funding or via Community Care Services.

Employer	Footprints in Brisbane Inc. (Footprints)	Program Area	Community Care and Disability Services
Location	Light Street	Salary Range	As per Award rates
Status	As per letter of offer	Hours/FTE	As per letter of offer
Industrial Instrument	Social, Community, Home Care and Disability Services Industry Award 2010	Classification Level	Level 4
Reporting relationships	This role reports to the Program Coordinator – CCDS		

Responsibilities

Key Responsibilities
<ul style="list-style-type: none"> ▪ In consultation with the Case Managers, NDIS Support Coordinators and the Program Coordinator, assist in the implementation and monitoring of individual support plans which place priority on the enhancement of life skills ▪ Empower clients to exercise choice and control to access a range of formal and informal mainstream and community-based support, by identifying opportunities for innovative service delivery ▪ Facilitate clients' progress towards achieving increased stability and improved quality of life by assisting clients, according to individual support plans, to access relevant health and community support services, leisure and recreational activities, medical and allied health services ▪ Continually seek opportunities to build the capacity of clients and their families, enabling greater levels of independence ▪ Attend external meetings with clients, significant others and providers, following up any outstanding actions in a timely manner ▪ Work collaboratively with Case Managers/NDIS Support Coordinators to establish a mutual goal of coordinating service delivery and developing linkages relevant to the achievement of a client's NDIS goals/Care Plans ▪ Maintain comprehensive client records, record progress and outcomes towards achieving individualised goals ▪ Promote Footprints programs in the community through sound working relationships with service provider networks ▪ Coordinate and oversee the delivery of client services and provide practical assistance and social support as required ▪ Ensure that individuals are valued and respected and that support initiatives aim to promote independence and client self-determination ▪ Assist with administrative functions, including maintenance of the client data base, tracking and monitoring funded hours and associated claimable hours ▪ In conjunction with other team members, contribute to the ongoing development and evaluation of program practice, ensuring continuous quality improvement and compliance with the Human Services Quality Standards and the National Standards for Disability Services <p>General</p> <ul style="list-style-type: none"> ▪ Follow all organisational policies and procedures ▪ Participate in monthly professional supervision sessions, and ongoing learning and development activities ▪ Promote and maintain a safe and healthy work place, ensuring adherence to WHS policies and procedures ▪ Work within the vision, mission and values of Footprints

Knowledge and Skills

Date reviewed: 07/02/2019

Essential

- Relevant Certificate IV or Diploma qualification or progress towards such a qualification, and/or demonstrated knowledge/experience of the provision of community-based support services which reflect respect, inclusion, equality and a strengths-based approach
- Demonstrated knowledge and/or experience working with diverse client groups including people with a disability and their families/carers, people with mental illness, people who are homeless or residing in marginalised housing and who may be at risk of homelessness
- Demonstrated knowledge and experience in community networking and working collaboratively with other service providers to plan and provide consistent, responsive and appropriate client focused services
- Demonstrated knowledge/understanding/experience of community care, and NDIS package support
- Well-developed written and verbal communication skills and computer literacy
- Current class C driver license, Yellow Card, satisfactory national police check

Desirable

- Current First Aid Certificate