|  |  |
| --- | --- |
| **Position:** | **Support Coordinator** |
| **Name:**  |  |
| **Date:**  |  |
| **Interview Panel:**  |  |
| **Lead Interviewer:**  |  |
| **What are your relevant qualifications?** |  |

**Inform applicant about position, hours, award etc.**

**Key tasks in position**

* Work with the participant to understand their Plan Funding and its purpose, in line with the NDIS Act and guidelines
* Identify what the participant wants to gain from their services and assist with overcoming challenges relating to this
* Build a trustworthy relationship with participants, carers, families and third parties while maintaining boundaries and privacy
* Assist the participant to develop knowledge, identify and consider support options, and link the Participant to broader systems of community support
* Be aware of the potential for conflict of interest and work always to the participant’s choice and best interests regarding choice of provider
* Review and report on participant NDIS plans within the required time frame and provide all necessary information to the relevant parties
* Help the participant prepare for NDIS Plan review
* Undertake and complete all work in line with both internal and external policies and procedures, including auditing agencies
* Comply with and maintain an up to date knowledge of all relevant NDIS practice standards
* Ensure all support provided to Participants and aligns with Kyeema’s Vision and Mission statements

**Hours**

- By arrangement with Kyeema -

**Award**: Kyeema Enterprise Agreement

|  |
| --- |
| 1. **What attracted you to this position?**
 |
|  |
|  |
| 1. **What experience have you had working with or associating with people with a disability?**
 |
|  |
|  |
| 1. **What do you consider essential qualities for a Support Coordinator?**
 |
|  |
|  |
| 1. **The position requires minimal supervision. What experience have you had of working with minimal supervision?**
 |
|  |
|  |
| 1. **What is your experience in managing priorities and working within timeframes?**
 |
|  |
|  |
| 1. **What experience have you had in problem-solving and thinking outside the square?**
 |
|  |
|  |
| 1. **The role involves working with multiple stakeholders across a range of sectors. What is your experience in networking across different sectors/fields?**
 |
|  |
|  |
| 1. **The position involves close team work. What is your experience in working as part of a team?**
 |
|  |
|  |
| 1. **How would you handle disagreement with a co-worker? Or with external stakeholder? (e.g. therapist, plan manager or other service provider)**
 |
|  |
|  |
| 1. **The position would require training in Support Coordination, and other relevant topics. Would you be available for these trainings?**
 |
|  |
|  |
| 1. **Do you have any pre-existing conditions that may affect your ability to undertake this position?**
 |
|  |
|  |
| 1. **Do you have any questions you would like to ask of us?**
 |
|  |

1. **General**

Do you have the following?

Driver’s Licence Yes / No

First Aid Certificate Yes / No

Working with Childrens’ Check Yes / No

1. **Interviewers explain to applicant:**

a) NDIS Worker Screening Check is required prior to commencement

b) NDIS Worker Orientation Module – The applicant is required to complete this prior to commencing at Kyeema. The link can be provided by email.

c) Responding to allegations of abuse: always report any suspicion about abuse. Kyeema’s procedures for investigation.

d) Child Safe: report immediately to a supervisor any suspicion of child abuse.

e) Values: We recruit for strong values, including respect for the rights of all individuals, reliability, responsibility and the ability to maintain professional communications within the workplace.

1. **Observations by interviewer:**

**Referee checks to be conducted by whom?**