



St Vincent de Paul Society  
NSW  
*good works*

*St Vincent de Paul Society NSW is a NDIS Partner in the Community delivering Local Area Coordination (LAC) services in NSW during the transition period from January 2016 to June 2018.*

## Local Area Coordinator

### Position Description

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<b>Position Title:</b>	Local Area Coordinator (LAC)
<b>Responsible Unit:</b>	State Support Office
<b>Position Reports to:</b>	Team Leader (LAC Program)
<b>Managerial Responsibility for:</b>	Nil
<b>Base Location:</b>	Detailed in Contract of Employment
<b>Primary Position Objective:</b>	Local Area Coordinators (LACs) provide information and support to participants and families/carers to implement their NDIS plans and build community inclusion and capacity.

### St Vincent de Paul Society NSW

The St Vincent de Paul Society NSW is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded in France in 1833 by 20 year-old Frederic Ozanam, who wanted to eradicate poverty and disadvantage. The Society came to NSW in 1881 and now has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

The St Vincent de Paul Society NSW is a leading provider of community support services and has close to 100 Special Works in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

### St Vincent de Paul Society NSW and the NDIS

The St Vincent de Paul Society NSW has been commissioned by the National Disability Insurance Agency to provide local area coordination to ensure people with disability who are currently receiving supports from NSW or Commonwealth Government disability programs experience a smooth transition to the NDIS.

This is a far-reaching undertaking and the changes required to existing disability support systems are significant. The scheme will be introduced gradually to ensure no disruption for people with disability and support providers.

The Society will provide LAC services in the Central Coast, Hunter New England, South Western Sydney, South East Sydney and Sydney districts of NSW.

## Duties and Responsibilities

Local Area Coordinators (LACs) work directly with NDIS participants, their families, carers and communities to support them to experience a smooth transition to the NDIS. Further responsibilities of this role include the following:

### Program Support and Planning

- Facilitate a conversation with people transitioning to the NDIS about their support needs.
- Assist individuals, families, carers and communities to access information on the NDIS.
- Build capacity and provide information to individuals, families and carers to identify their goals, strengths and needs, and plan for their future.
- Support individuals, families and carers to identify personal and local community networks to develop necessary supports and solutions to meet their goals and needs.
- Support, assist and consult with individuals and families accessing the LAC Program in a way that promotes independence, empowerment and involvement.

### Community Development

- Actively support positive partnerships between individuals, families, carers, local organisations and the broader community to build a more inclusive and accessible community.
- Develop a sound understanding of the key issues for people with disability in the local area to inform planning.
- Actively participate in and contribute to the local community, including community-driven education and development.
- Build and maintain a current working knowledge of local community supports and services.

### Professional Development and Team Work

- Participate in an approved supervision and performance development process and undertake ongoing training and development relevant to the position.
- Participate in monitoring and evaluation activities.
- Contribute to team activities, actively participate in internal meetings and workshops, and assist in the implementation of the LAC transition program.
- Contribute to personal goal-setting and objectives in consultation with Team Leader.
- Contribute to positive WHS practice within the team, in accordance with Society WHS policies and procedures.
- Participate in reflective practice within the team.
- Participate in local, regional and State-wide forums and information sharing activities as required to support the ongoing development of the LAC program.

### Administration

- Organise and maintain appropriate administrative records.
- Ensure proper records are maintained via use of the NDIS system.
- Provide data to Team Leader for reporting purposes and respond to all requests for information.

### Positive Culture

- Embrace and actively demonstrate the mission and vision of the Society, ensuring that providing a 'hand-up' is evident in all that you do.
- Demonstrate professionalism and adopt high ethical and professional standards.
- Be an advocate and champion of choice for individuals accessing the program.
- Contribute to a workplace culture that is respectful, non-judgmental, and inclusive and which promotes and upholds human rights at all times.
- Actively demonstrate our organisational values, as outlined in the Society's Code of Conduct.

**NOTE:** *All LAC employees are expected to travel and work independently for significant periods of time as well as work remotely across some locations of NSW.*

## Essential Criteria

### Understanding of the aims of the NDIS and the rights of people with disability

- Demonstrated understanding of the NDIS and the rights of people with disability to determine their own futures, choose their supports and be fully included within their local communities.

### Your approach to work

- Demonstrated experience working to the mission and vision of an organisation and with an ethical, inclusive and non-judgmental attitude towards others.
- Ability to work collaboratively within a field based team.

### Your skills

- Strong communication and influencing skills, and an ability to connect with and empower others
- Demonstrated written skills, IT literate and able to work with client information systems.
- A valid driver licence and ability to undertake regular travel.

## Desirable experience/skills

- Demonstrated experience working in the human services sector e.g. disability, child services, allied health, social work, community development, education; and/or
- Relevant qualifications or training on social inclusion, community development and engagement or person centred thinking and planning.
- Lived experience of disability will be highly regarded.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*