



Project Officer - NDIS Transition

Position Description

Position Title	Project Officer - NDIS Transition
Reports To	Project Manager – NDIS Transition
Base Location	Woolloomooloo

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Donation Hotline: 13 18 12

Primary position objective The purpose of this role is to work with the Project Manager to support the Society in its National Disability Insurance Scheme (NDIS) transition, and to engage across the organisation to ensure a smooth transition to the NDIS for people eligible to receive support through the Scheme.

The role will ensure that NDIS projects and related work is being monitored and delivered, and that key internal stakeholders are supported to deliver outcomes for the people the Society supports.

The position will contribute to service development and growth opportunities under the NDIS, as well as fostering communication and awareness of the scheme, particularly for those people who are yet to access.

St Vincent de Paul Society

The St Vincent de Paul Society 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 by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 2000 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

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

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Organisational Overview

SVDP NSW provides a range of supports for people experiencing social disadvantage or isolation including people experiencing or at risk of homelessness in NSW. Disability services are provided by Sydney Archdiocese, Support Services and Newcastle/Maitland Central Councils.

The current disability services operated within SVDP NSW are as follows:

SVDP direct services

- Margaret House Respite Care
- Two Out of Home Care group homes for children and young people with disability
- Greene Villa adult group home
- Mary Mackillop Outreach day programs - Active Ageing & Life Choices – Learning and Life Skills Service
- West Ryde Industries (Australian Disability Enterprise)
- Stanmore Industries (Australian Disability Enterprise)
- Castlereagh Industries (Australian Disability Enterprise)
- Como Social & Leisure Centre day program for people with mental health issues

Information, Linkages and Capacity Building (ILC)

- Ability Links
- Local Area Coordination

Duties and Responsibilities

This full time position will work with the Project Manager and the broader Society in all aspects of NDIS readiness to ensure that clients transition smoothly, and that the organisation well placed to deliver NDIS supports and services.

The role will ensure that there is a clear flow of information across the organisation with respect to timelines and actions, so that each part of the organisational change dovetails with other functions and services.

Key responsibilities include:

- Monitoring and driving the implementation of an NDIS strategic and operational plan, and working on behalf of the Disability Steering Committee to deliver on all actions and objectives.
- Leading on, and organising related NDIS Governance, secretariat, tracking of the Portal, service enquiries, etc.
- Working with identified Program areas or Central Councils to ensure readiness for the NDIS transition, including through developing strategic, action and individual outlet plans
- Developing and implementing a communications strategy and plan to provide the organisation and operational staff with up to date information on the NDIS, policy directives, trends and changes.
- Working with the Project Manager and stakeholders to identify and develop new opportunities through the NDIS for Society services and recipients, including in existing Disability services (e.g. VOOHC) and other non – disability services (e.g. Mental Health).
- Collaborate with other relevant Society functions/services to enable a comprehensive and holistic approach to the supporting the transition and drive the cultural change.

- Supporting Program areas in the development of an NDIS invoicing IT system which suits the needs of Disability Services, and ensures NDIS payments are received and auditable.
- Support the Project Manager in the delivery of the NDIS Transition, and with any related project work
- In collaboration with operational areas, contributing to the review of quality service delivery – particularly around safe practices including medications, behaviour interventions and issues of abuse and neglect, in line with the NDIS National Quality and Safeguarding Framework.

Essential Criteria

- Relevant degree, diploma and/or relevant work experience
- A thorough understanding and knowledge of the disability sector, the NDIS and NDIA requirements of service providers
- Effective networking, partnership development and community engagement skills
- Ability to interpret NDIS guidelines, gather information and implement process including emerging NDIA reforms.
- Capacity to coordinate and manage multiple projects and deliver to tight timelines
- Demonstrated experience in written communications, ICT skills and industry-related software usage (e.g. NDIS Portal, client databases)
- Excellent presentation, professionalism and customer service skills.
- Personal drive, passion and enthusiasm to actively grow business and engage with customers.
- Desire to promote and model the ethos and Mission of the Society in all interactions with staff, members, volunteers and the broader community
- Current NSW driver's licence and ability to travel (when required)

Desired Criteria

- Previous experience, or current work in service improvement or business development
- Lived experience of disability

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