

<p>Job Title: RISE (Rewarding Inclusive Social Education) Program Coordinator</p>	<p>Job Location: Kiama</p>
<p>Supervisor: Compliance Administration and Risk Manager</p>	<p>Job Status & Hours: 11 Hours/week Temporary Part Time for 6 months with the possibility of extension dependent on student numbers and funding.</p> <p>\$75,000 per annum pro rata Educational Services Post Secondary Education Award General Staff Level 7</p>
<p>Direct Reports: Casual Trainers & RISE Program Support workers</p>	<p>Last Reviewed: September 2023</p>

POSITION DESCRIPTION

ROLE PURPOSE

This position is responsible for ensuring the effective coordination of the RISE (Rewarding Inclusive Social Education) Program. This Program delivers non – accredited training classes for people with a disability who are participants of the National Disability Insurance Scheme (NDIS). It is financed from the NDIS funding plans of the participants.

Casual Tutors and Disability Support Workers report to this position.

ROLE SUPPORT

The RISE Program Co-ordinator currently reports to, the Compliance, Administration and Risk Manager, who oversees service delivery quality and compliance throughout the organisation.

OTHER KEY RELATIONSHIPS

This role works closely with the Administration Manager and Accounts Officer regarding administration and financial management of the Program. It is critical that the RISE Program Coordinator adheres to the College's values in interactions with all staff.

KEY ACCOUNTABILITIES

1. Course Development and Logistics

- Develop and schedule RISE training programs for all groups (*currently 6*) based in the Shoalhaven (*Bomaderry*) and Illawarra (*Shellharbour, Dapto and Kiama*) regions in accordance with funding provision and in adherence with the requirements of the NDIS Quality and Safeguards Commission. The College is registered as an NDIS provider.
- Ensure all aspects of the RISE Program are engaging and appropriate for all participants, with consideration given to their abilities.
- Procure appropriate premises, staff, equipment, materials, and training resources
- Ensure all Service Agreements with individual students are current and are updated when they are due for renewal

- Monitor Program quality and facilitate planning and review
- Prepare course budgets in accordance with NDIS Pricing arrangements and ensure operations are carried out within budget
- Ensure timesheets of trainers and support staff are submitted each fortnight.
- Troubleshoot day-to-day issues to ensure smooth delivery of the Program, notifying management of issues that may represent a risk to the organisation or its students.

2. Client Relationships

- Consult with students on the content and delivery of the Program taking into account their needs and interests.
- Respond effectively to student and potential student enquiries
- Maintain and develop co-operative relationships with people with a disability within the Illawarra Shoalhaven region and other organisations that support students, family members and carers where appropriate.
- Provide course information for brochure, website and other promotional efforts

3. Supervision of Tutors and Support Workers

- Recruit a suitable pool of qualified and capable Tutors & Support Workers in conjunction with the Compliance Audit and Risk Manager
- Induct, support and coach Tutors and Support Workers
- Regularly consult with Tutors and Support Workers in the Planning and Delivery of the RISE Program
- Liaise with Tutors and Support Workers to ensure timely reports on class activities and student attendances.
- Identify and encourage professional development opportunities for Tutors and Support Workers in conjunction with the Compliance Audit and Risk Manager

4. Compliance and Quality

- Ensure compliance with the terms of the College's Registration as a NDIS Provider by adhering to the Standard conditions of Registration – Section 73F(2) of the NDIS Act.
- Conduct ongoing review of class outcomes, analyse class participation rates and student feedback, and take action to respond promptly to emerging needs, issues and complaints where necessary.
- Ensure that the RISE Program is conducted in accordance with:
 - KCC's mission, values, policies and procedures
 - all relevant legislative and regulatory requirements,
 - National Disability standards for NDIS Providers
 - NDIS Funding requirements
- Ensure class records meet compliance and funding body requirements

Please note the employee may be asked to perform other related duties as required to meet the ongoing needs of the organisation.

SELECTION CRITERIA

Essential Criteria

- Appreciation of the support needs of people living with a disability and an understanding of the National Disability Insurance Scheme.
- Commitment to providing quality and engaging services for people with disability.
- Strong service and “can do” orientation
- Exceptional communication and team collaboration skills
- Flexibility and adaptability
- Proven ability to solve problems of medium complexity
- Organisational skills, record keeping and IT skills
- Ability to manage and maintain good relationships with stakeholders within the local Disability Sector.
- Ability to grow opportunities to expand this area of college activities
- Have, or be able to obtain – NDIS Worker Screening Check clearance; Working with Children Check clearance; First Aid Qualification.