

POSITION DESCRIPTION

Position Title: L'Arche NDIS Administrator

Reporting To: Community Leader

Part time: (24 hours/week)

Salary Classification: SCHADS Level 4-Paypoint 1-4 depending on experience and qualifications

Overview

The NDIS Administrator at L'Arche provides crucial operational support to the Community Leader in key areas, including NDIS policies and procedures, and NDIS finance. While the Community Leader retains strategic oversight, the NDIS Administrator is responsible for much of the day-to-day operational work in these areas.

This role involves close collaboration with the Community Leader, and the Community Leadership Team. The NDIS Administrator reports directly to the Community Leader.

As a leadership position, this role is performed in alignment with L'Arche values, emphasizing subsidiarity, partnership, compassion, service, and collaboration. Regular and open communication with the Community Leader is essential for the success of this role.

Key Responsibilities

1. NDIS Administration & Compliance

- Keeping updated on the latest disability legislations and compliance.
- Ensure adherence to NDIS policies, procedures, and compliance requirements.
- Provide guidance on new NDIS policies and workplace compliance within the NDIS framework.
- Support the development and implementation of best practices related to NDIS processes.
- Collaborate with other L'Arche Communities to ensure NDIS practices align with national policies.

2. Finance & Administration

- Oversee NDIS financial processes, including funding management, budget tracking, invoicing and claims.
- Work closely with the Community Leader to ensure efficient record-keeping and reporting.
- Work closely with the Community Leader to ensure quotation and Service agreement is in accordance with the NDIS plans and services delivered.

3. Collaboration & Communication

- Maintain regular communication with the Community Leader to align NDIS operational activities with the strategic goals of the community.
- Work in partnership with the Community Leader to ensure best practices in administration of the NDIS.
- Collaborate with the member with disability's NDIS Support Coordinator for the respective services to achieve the best possible outcome.
- Work in partnership with the Community Leader to collaborate with families regarding NDIS matters.
- Participate in support co-ordination meetings relevant to the person with disability.
- Refer all requests for new referrals to the Community Leader.
- Conduct risk assessments on the NDIS plans and report all observations to the Community Leader.

4. Records Management:

- Check the records of support provided by the House coordinators and Team Leader to ensure that the information is accurate.
- Provide verified information to the Community Leader for NDIS invoicing.
- Monitor and update records to comply with NDIS requirements.

5. NDIS Compliance Training and Development:

- Identify NDIS training needs and coordinate professional development opportunities.
- Conduct training sessions to ensure assistants are well-prepared and compliant with NDIS and disability service standards.
- Maintain records of all NDIS trainings conducted.
- To assist the Community Leader in preparation for the Audit and maintaining the quality framework.

6. NDIS Plan Management:

- Collaborate with House Coordinators, Team Leaders and the Community Leader to manage all members NDIS plans including keeping a record of start dates, review dates and expiry dates.
- Prepare documentation for NDIS plan reviews, including Roster of Care (RoC).
- Ensure all necessary documents including reports from the allied health teams, families and other relevant stakeholders are completed and submitted to the Community Leader on time.

Selection Criteria

- Strong knowledge and understanding of NDIS policies, procedures, and compliance requirements.
- Experience in administration and financial processes, preferably in the disability services sector.
- Excellent organizational and time management skills, with the ability to manage multiple tasks efficiently.
- Strong communication and interpersonal skills, with a collaborative approach to teamwork.
- Commitment to the values and mission of L'Arche, demonstrating empathy, service, and leadership.

Reporting & Relationships

- **Reports to:** Community Leader
- **Works closely with:** The Leadership Team

This role is an opportunity to contribute to the operational success of L'Arche Communities, ensuring compliance with NDIS requirements while upholding the organization's mission and values.

APPENDIX 1

Our Identity

We are people, with and without intellectual disabilities, sharing life in communities belonging to an International Federation. Mutual relationships and trust in God are at the heart of our journey together. We celebrate the unique value of every person and recognize our need for one another.

Our Mission

In our local communities, in our countries and at the Federation level, we work together to:

- *Make known the gifts of people with intellectual disabilities revealed through mutually transforming relationships.*
- *Foster an environment in community that responds to the changing needs of our members, while being faithful to the core values of our founding story.*
- *Engage in our diverse cultures, working together towards a more human society.*

Our Governance

The principles of governance in L'Arche, based on 50 years of experience and re-affirmed through the international Constitution, guide our practices.

- **Servant leadership:** Roles and structures of the Federation are at the service of the mission. People are called to leadership for limited terms after discernment processes. Those in authority gain wisdom through listening and taking counsel.
- **Partnership:** Trust and collaboration operate freely within L'Arche. The structures are to foster that dynamic and embrace the partnerships among the spiritual, legal, financial, and communal elements.
- **Subsidiarity:** Matters affecting L'Arche are dealt with at the most appropriate level closest to the people affected, and only when they cannot be solved in that context are they referred to another level.
- **Accountability:** Those who hold specific responsibility and authority in L'Arche must be accountable to report back to the individual(s) or body through whom authority was given. Accountability is about being responsible and being linked to the wider body. It is also about taking responsibility for the consequences of one's actions.
- **Participation:** Effective communication is essential in L'Arche. Processes are defined, published, and open. They include people with and without intellectual disabilities.
- **Inculturation:** L'Arche communities live in various cultures. L'Arche embraces this diversity while engaging in an on-going process of reciprocal and critical interaction, adaptation and challenge. (*Copy and paste to key responsibilities including Leading a faith based community*)
- **Solidarity:** All in L'Arche share a common humanity and a fundamental equality. We have a shared responsibility for each other and are committed to the common good.