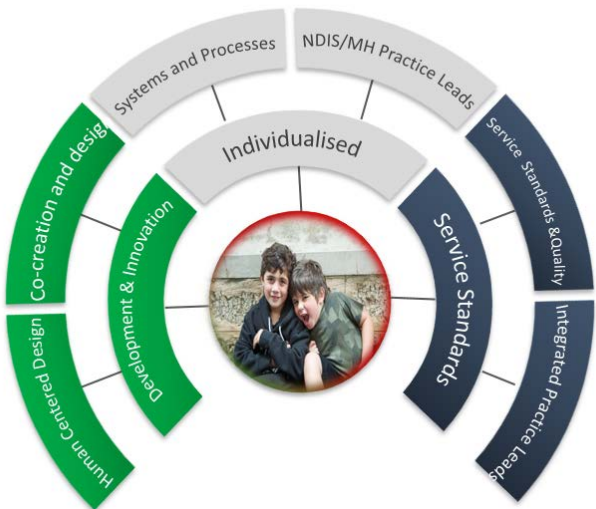


**Our Mission:** To work with people and communities so those most in need can belong and thrive.

**Our Values:** Empathy, Respect, Inclusiveness, Integrity, Commitment

Position Title:	Individualised Funding Coordinator	Position No:	TBA	Classification:	E
Reports To:	Practice Lead Individualised Services	Service Area:	Individualised Services	Expenditure Authority:	TBA

**Role Purpose:** Using a coaching and mentoring approach, provide support to create a work environment that enables a high performing team to deliver support to service teams. Provide clear vision and direction on financial deliverables, define and measure key performance outcomes in partnership with the team to address continuous improvement, and ensure sustainable support services are provided in an individualised funding model.

Organisational Structure:	Key Relationships:	
	Internal	External
	<ul style="list-style-type: none"> <li>▶ UCW staff and volunteers</li> <li>▶ Resource Team</li> <li>▶ Senior Project Officer</li> <li>▶ Practice Leads</li> <li>▶ Head of Service Operations</li> <li>▶ Operations Lead's</li> <li>▶ Service Lead's</li> <li>▶ Finance</li> </ul>	<ul style="list-style-type: none"> <li>▶ Potential referrers</li> <li>▶ New and existing participants</li> <li>▶ Business associations, organisations and partner agencies</li> </ul>

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Outcomes	Capabilities
<ul style="list-style-type: none"> <li>▶ The resource team are supported and guided in financial decision making</li> <li>▶ Quotes and individualised funding contracts are approved as per the UCW delegations matrix</li> <li>▶ The organisation is well informed of current trends and requirements of individualised funding, and have a reliable source of information</li> <li>▶ Financial information for individualised funding is reported accurately</li> <li>▶ Quotes are completed for plans that have been assessed as financially viable and service teams have the capacity to deliver               <ul style="list-style-type: none"> <li>○ Processes and assessments are reviewed regularly and changes made to meet this target</li> </ul> </li> <li>▶ Documentation and approvals are completed in a timely manner, allowing the delivery of quality services to continue unimpeded.</li> <li>▶ Team demonstrates adherence to policies and procedures, workplace legislation and relevant practice standards</li> <li>▶ Financial risk is managed, reported and tracked to identify trends and develop strategies and processes to mitigate future risk?</li> <li>▶ Information and client management systems are effectively managed, and statistics and reports are provided to the Practice Leads and Head of Service Operations</li> <li>▶ Strong leadership and supervision equips teams to deliver on agreed outcomes, operating within a self-organised model where team members share responsibility for;               <ul style="list-style-type: none"> <li>▪ Collaborating to determine resource needs, within budget.</li> <li>▪ Collecting data to identify and deliver on continuous improvement plans.</li> <li>▪ Co-creating a professionally enriching team culture that evidences personal integrity, inclusiveness, innovation and high performance.</li> </ul> </li> <li>▶ The team demonstrates strong collaborative partnerships with internal and external services, and referral pathways are developed and maintained in collaboration service teams.</li> </ul>	<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>▶ <i>Communication:</i> Well developed communication and interpersonal skills including the ability to work and communicate effectively with staff, volunteers and other professionals.</li> <li>▶ <i>Aligning Team Activities</i> involves positioning the team to contribute to business performance by converting service strategies into specific operational outcomes/outputs and measuring effectiveness.</li> <li>▶ <i>Leading the Team</i> - building the effectiveness and capability of the team by providing clear direction, setting performance standards, holding people accountable and creating development opportunities.</li> <li>▶ <i>Delivering Results</i> - is the encouragement of achievement, innovation and organisational improvements. It involves continuously focusing on the measurement of performance, initiating corrective action where necessary and obtaining desired team results.</li> </ul> <p><b>Knowledge, Experience &amp; Skills (Demonstrated)</b></p> <ul style="list-style-type: none"> <li>▶ Exceptional understanding of NDIS and individualised funding models.</li> <li>▶ Detailed understanding of the key developments and issues facing the not-for-profit sector.</li> <li>▶ Effective coaching and facilitation skills with experience in building dynamic team cultures, motivating a self-organised team approach.</li> <li>▶ Understanding of person-centred, strength-based support.</li> <li>▶ Exceptional financial management skills</li> <li>▶ Ability to work in ways that are congruent with the values of UnitingCare West and the Uniting Church in Australia.</li> <li>▶ Advanced excel skills, intermediate skills in all other Microsoft Office products, and experience using databases and client management systems</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▶ Relevant tertiary qualifications or equivalent experience</li> <li>▶ National Police Clearance</li> <li>▶ Current Western Australian Driver's Licence.</li> </ul>

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