



## POSITION DESCRIPTION

### ASSISTANT MANAGER, PATHWAYS PROGRAM

<b>Level &amp; Salary Range</b>	\$85,000 - \$89,000 (Dependant on qualifications and experience)
<b>Employment Type</b>	2 years - Full-time
<b>Reports to</b>	Manager, Pathways
<b>Purpose of the Position</b>	
The purpose of this position is to provide support to the Manager, and leadership to the Pathways Program team in the ongoing management, development and implementation of innovative services that offer engaging, person-centred supports and skill development programs in line with individual NDIS goals.	
<b>Tasks and Responsibilities</b>	
<ul style="list-style-type: none"> <li>Oversee and support the organisation of the daily operations of Pathways Program, inclusive of coordinating programs, rostering staff, and managing transport and other logistics</li> <li>Facilitate communications with stakeholders ensuring information is updated regularly on internal client data management systems</li> <li>On a weekly basis undertake the review and reconciliation of participant attendance against the schedule of supports, service bookings and action invoices</li> <li>Complete annual participant reviews, generate quotes and schedules of support to participants, guardians and stakeholders.</li> <li>Create and manage Budget Agreements and Service Schedules in CTARS and create and manage Service Bookings on PRODA</li> <li>Oversee and complete staff rosters and finalise fortnightly timesheets including management of leave requests and calendars</li> <li>Ensure Incident Reports and WHS Reports are actioned within required timeframes and all recommendations are finalised</li> <li>Work with People and Learning team to plan and implement recruitment processes, opportunities for staff training and successful completion of student work placement</li> <li>Initiate performance achievements and/or performance management of staff</li> <li>Provide timely information and reports to funding bodies and the organisation to ensure all accountability requirements are met</li> <li>Undertake other relevant duties as required and directed by the Manager</li> <li>Maintain professional internal and external stakeholder communication</li> </ul>	
<b>Essential Criteria</b>	
<ul style="list-style-type: none"> <li>Experience and/or qualification in disability, community services or management</li> <li>Demonstrated experience working within the NDIS frameworks (including understanding quality service and service delivery, record keeping, billing, WHS, and incident reporting)</li> <li>Sound understanding of the requirements for delivery of NDIS group activities, capacity building and employment</li> <li>Experience in organising, leading and managing a team to achieve outcomes</li> <li>Excellent attention to detail, and process management skills with the ability to reconcile a range of services</li> <li>Excellent interpersonal, verbal and written communication skills, with the ability to develop and maintain professional working relationships with a range of internal and external stakeholders</li> <li>Ability to identify and develop processes to ensure continuous quality improvement</li> <li>Commitment to working with and supporting people with a disability</li> <li>Current Ochre Card, Criminal History Check, NDIS Worker Screening Clearance, First Aid &amp; CPR Certificate, Covid 19 Vaccination and NT Drivers Licence</li> </ul>	
<b>Preferred Criteria</b>	
<ul style="list-style-type: none"> <li>An understanding of NDIS billing processes and requirements</li> </ul>	
<b>Values and Behaviours Required</b>	
<ul style="list-style-type: none"> <li>Embody Carpentaria's Values and Principles of Good Practice through a human rights based approach</li> </ul>	

Authorised by the CEO: 

Date: 22/08/2022