

## Program Support Officer

Camp Hill Office

15 Abbott Street, CAMP HILL, QLD, 4152

Tel: (07) 3900 8100



Carers Queensland provides a range of support services to caring families and aims to improve the quality of life for all caring families throughout Queensland.

The person who is successful in this position needs to share the values and philosophies of Carers Queensland and fulfil all legal and statutory requirements associated with this role.

<b>Program Support Officer</b>	
<b>Reports to</b>	Senior Manager – NDIS LAC PITC
<b>Direct reports</b>	Nil
<b>Indirect reports</b>	Nil
<b>Hours of employment</b>	Part time – 22.8 hours per week
<b>Contract length</b>	From commencement to 30/6/2019
<b>Salary Award Level</b>	Level CSW4.1 of the Transitional Pay Equity Order (TPEO) dated 1 December 2012

### 1. About the Position

This position will support the NDIS LAC PITC (NDIS) Senior Manager and NDIS team to administer, implement, communicate and report on all NDIS activities in a proactive, accurate and timely manner.

This position will work closely with all NDIS staff to support the set-up, program implementation and delivery of the Local Area Coordination Partner in the Community Program.

### 2. Main Activities

#### 2.1 NDIS Local Area Coordination Partner in the Community Program

- Support the Senior Manager and wider NDIS team in the day to day running and smooth functioning of the Program
- Develop and support processes for program reporting
- Assist with the diary management and travel organisation of the Senior Manager
- Assist the Senior Manager in writing, proofing and drafting of communication documentation
- Support the Senior Manager in stakeholder relationship development and management
- Actively gather information required for report creation from NDIS team, assist in draft report writing against reporting criteria
- Access and handle confidential information with professionalism and care
- Organise program specific meetings and functions
- Coordinate Program Communications with stakeholders and staff

#### 2.2 Teamwork

- Actively contribute positively to the culture of Carers Queensland
- Participate in supervision and performance management process
- Undertake relevant training and development
- Participate in monitoring, evaluation and reflective practice activities

#### 2.3 Administration

- Data entry in line with Carers Queensland's requirements
- Other administrative duties as required