



Role description & person specification

Title of Role:	NDIS Housing Consultant
Term of Appointment:	2-year contract, full time (part time hours negotiable)

ABOUT THE ROLE

1. Summary of the role's aim

The NDIS Housing Consultant, is responsible for:

- Increasing the capacity of people living with disability to plan for their current and future NDIS housing related needs
 - Delivering inhousing's Specialist Disability Accommodation (SDA) services, including SDA claiming through the NDIS portal, PRODA
 - Contributing to the development of contemporary innovative housing models
 - Connecting expressed housing demand with supply and referring potential outcomes to the Tenancy team
-
-

2. Main Benefits (Outcomes)

The success of this role will be reflected by an improvement in the life chances for people living with disability¹ through:

- Increased understanding of NDIS housing related policies and procedures
- Improved housing outcomes aligned to individual preferences
- Increased uptake of contemporary housing models
- Assisting the education of the disability sector on SDA eligibility and processes
- Greater certainty when considering or accepting housing offers
- Improving inhousing staff knowledge of NDIS policies and practices

¹ Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

3. Main Deliverables (Outputs)

Contribute to the practices of inhousing through the:

- Production of housing related NDIS resources for people living with disability and their family
 - Development of referrals, networks and sector relationships to support individuals to prepare for NDIS planning sessions or review
 - Production of NDIS housing pathways for current and future tenants to take up innovative housing models
 - Enrol new dwellings with the NDIA
 - Claiming of SDA funds from the NDIS Provider Portal for all SDA eligible tenants
 - Enhancement of systems for managing NDIS housing demand
 - Enhancement of shared knowledge of NDIS, Specialist Disability Accommodation (SDA) and Supported Independent Living (SIL) across the inhousing, Stretchy Tech and Purple Orange teams
-
-

4. Main work activities (Processes)

- Work with people living with disability, families, Support Coordinators, SIL providers and NDIS planners to assist those in complex situations to take up new and innovative housing opportunities
- Show evidence of an ambassadorial influential approach to sector development
- Triage registrations of interest for inhousing housing opportunities to provide early and clear advice on suitability and next actions
- Assist the production of content to be used online to market housing opportunities
- Provide practical housing design feedback to continually improve housing accessibility for people living with disability
- Research and monitor NDIS housing related supports
- Map and monitor NDIS SDA implementation in South Australia
- Coordinate inhousing's tenant transition to new housing opportunities
- Forge great working relationships with SIL intake teams to connect people with housing opportunities
- Develop resources, fact sheets and guidelines
- Assist people to access housing while assisting with planning and appeals
- Review all SDA property enrolments for accuracy and rules and register new dwellings as they are completed
- Liaise with the NDIA and other stakeholders to ensure that all SDA eligible tenants are set up with accurate and current information in the NDIS Provider Portal.
- Prepare for and execute monthly SDA claiming of all SDA eligible tenants in the NDIS Provider Portal
- Develop annual budget forecasts for SDA collectibles and provide input into variation of funds collected
- Represent inhousing at disability sector events to showcase inhousing's products to people living with disability and their guardians
- Promote contemporary housing models to support informed planning
- Project planning, including benefits, measures, deliverables, processes and inputs
- Identification of, and connection with, project stakeholders
- Identification and resolution of project issues
- Regular reporting, including milestones and benefits, to meet the needs of management, board and government
- Work in collaboration with other staff and agencies
- Other activities as directed by CEO or delegate

5. Reporting/Working Relationships

This role reports to (role sponsor): the Chief Executive Officer or delegate

This role provides formal support and guidance to the following other roles:

- Nil

This role is responsible for maintaining good networks with stakeholders, including:

- People living with disability, and other people in their lives such as family, friends and other supporters
 - inhousing team members
 - Community leaders and NGOs relevant to the work
 - Government staff relevant to the work
-
-

6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Be available for work-related travel from time to time

The role demands a commitment to:

- Supporting the integrity of inhousing by maintaining a high standard of personal and professional conduct that supports our values, including the following:
 - People living with disability having personal authority over their lives
 - People living with disability should be active, valued members of mainstream community life
 - Communities should be accessible and inclusive
 - Capacity-building for people living with disability is essential
- Exercising ambassadorship for the organisation
- Exercising good judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation
- Supporting and contributing to the achievement of inhousing's goals, as set out in strategy and business plan documents
- Initiating, and participating in, activities in support of sharing best practice and generating knowledge capital within and outside the organisation
- Occasionally working outside of normal business hours where this is needed
- Participating in performance planning and review, as frequently as may be required, but at least annually, and committing to ongoing personal and professional development
- Being willing to change office location if directed as a result of service development and organisational change

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Criteria

1. Experience in managing projects that require coordination of individuals and government bodies.
2. Capacity to engage with people living with disability, families, support agencies and government officials to achieve contemporary housing outcomes.
3. A self-starter driven to achieve genuine measurable outcomes relating to the growth and development of an effective project.
4. Ability to interpret the rules of the National Disability Insurance Scheme (NDIS) to guide contemporary housing solutions for individuals.
5. Knowledge of the NDIS price guide and previous experience using the NDIS Provider Portal (desired)
6. Deeply felt value base in support of improving the life chances for people living with disability and their families being active valued members of mainstream community life
7. Demonstrated capacity to build effective relationships with a wide range of people, including people living with disability (and the families, friends and supporters in their lives), support agencies, government staff, and others.
8. Demonstrated capacity to render complex concepts into manageable resources for a targeted audience.
9. Demonstrated capacity to prioritise, work under pressure and meet deliverables relating to budget and timelines.
10. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued.