




## Coordinator of Supports- Armidale

Challenge Community Services • Armidale NSW 2350

 Base pay  
\$0 - \$0

 Work type  
Full time

 Contract type  
Permanent


### Job details

 Date posted  
**01 Jul 2022**

 Expired On  
**05 Jul 2022**


 Category  
**Social Work & Community Services**

 Occupation  
**Other**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full time**

 Job mode  
**Standard business hours**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

### Perks

SALARY PACKAGING

FLEXIBLE WORKING HOURS

TRAINING

### Full job description

*Part-time - Armidale*

**Challenge Community Services is an Equal Employment Opportunity employer and welcomes applications from people from Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse backgrounds.**

#### About the role

The purpose of this role is to provide NDIS clients with support to pursue a range of activities to achieve the goals set out in their NDIS plans.

#### Key Duties & Responsibilities

- Providing ongoing support coordination services to clients in line with their NDIS plan.
- Using a coaching approach to assist clients in capacity building.
- Maintain accurate and up to date case notes and reporting on client progress.
- Establish strong rapport and working relationships with a range of stakeholders including their family members, allied health providers, community groups and various stakeholders.
- Engaging and coordinating service providers on behalf of clients and linking clients to relevant providers.
- Engaging with NDIS staff and Local Area Coordinators.

## Essential Criteria

- Tertiary qualifications or experience in Disability, Social Work, Education, Leisure and Recreation, or related behavioural science
- Experience in working with adults and/or children with disabilities and where appropriate their families/carers and on a case coordination basis
- Highly developed written, verbal, interpersonal and service collaboration skills including the ability to deal openly and effectively with people and/or children with multiple and complex needs.
- Capacity to monitor service provision within budgetary requirements, and contribute to the budget development process.
- Demonstrated experience of service provision to people with disabilities.
- Current NSW Driver's Licence
- NDIS worker screening check or willingness to obtain
- WWC or willingness to obtain
- Current police Check or willingness to obtain
- Covid 19 vaccination or the willingness to obtain before commencing employment
- Pre Employment Assessment with drug screen

## Job Benefits

You will have access to:

- Schad's Award Level 3 pay rates based on qualifications and or experience.
- Pay range - \$32.54 up to \$34.90 per hour
- Increase your take home pay with Salary Packaging Options
- Flexible working hours
- The ability to purchase 2 weeks EXTRA annual leave that you can take or even get paid out as a saving incentive.
- Training and development opportunities.
- Annual Flu Vaccination
- Day Off on your Birthday!!
- Job satisfaction – helping to make a difference in people's lives.

**To apply and view the Position Description please click on the 'apply now' button below or visit our website: [www.challengecommunity.org.au](http://www.challengecommunity.org.au)**

Confidential enquiries can be made by contacting Carolyn Murphy via email at [Carolyn.Murphy@challengecommunity.org.au](mailto:Carolyn.Murphy@challengecommunity.org.au).

**Closing Date: 10th July 2022**

**We acknowledge the traditional owners of the land on which we work and live, and pay my respects to their elders past and present.**