



RESOURCE COORDINATOR

PERMANENT OPPORTUNITY

- **Attractive salary packaging, with added benefits such as discounted fuels, groceries, holidays and more!**
- **Are you passionate about providing quality services for people in our community?**
- **Do you thrive on providing outstanding customer service?**
- **If you have answered YES to the above, DSA may have the role you have been looking for!**

As a Resource Coordinator at DSA you will be part of a team responsible for ensuring our valued customers receive timely, quality services under the National Disability Insurance Scheme (NDIS) in the Southern Highlands region (travel may be required between Moss Vale, Goulburn & the Southern Highlands).

With the position based at Moss Vale, our Resource Coordinators work closely with the Management Team to ensure we meet our customers' requests with a quality and timely service. This is a fast paced environment where strong organisational and people skills will see you succeed in this role.

To be successful in this role you will have demonstrated experience in:

- Administration including meeting planning and minute taking;
- Assisting with the recruitment of quality staff including applicant screening, reference checking, award interpretation and adherence;
- Coordination of induction of new employees and ongoing staff training;
- Staff to customer matching and rostering.

At DSA we recognise it takes a team of people with individual strengths, knowledge and skills to work collaboratively to achieve the common purpose. You will be the ultimate team player, have excellent communication skills and the ability to multi-task in a fast paced environment with great attention to detail.

If this position aligns with your strengths, we would like to hear from you .

To work at DSA, the successful applicant must undergo a Police Record Check and provide a Working with Children Check (WWCC) verification number issued by the Commission for Children and Young People.

To apply, please provide a current resume and a cover letter outlining your relevant skills and experience to recruitment@dsa.org.au

DSA appreciates the time and effort candidates have taken to submit their applications, however, please note only short listed candidates will be contacted. **No agencies please.**

DSA is an EEO employer with a diverse workforce. We encourage applications from all members of the community.

About us...

Disability Services Australia (DSA) is an outstanding provider of disability services to over 2000 customers with a disability. We have provided personalised services for over 60 years. To find out more about DSA and what we do please visit – dsa.org.au