



## Support Coordinator

- **2 x permanent full-time positions**
- **Goulburn and Campbelltown Location**

**DSA** is now recruiting for motivated and committed Support Coordinators who will be responsible for the coordination of services delivered to customers receiving funding under the National Disability Insurance Scheme (NDIS). This position reports to the Operations Support Manager, Community Support Services.

### **Your key responsibilities will include:**

- Ensuring that support provided to our valued customers meets the requirements of the National Standards for Disability Services;
- Support implementation of all supports in their plan - including informal, mainstream, community and additional funded supports;
- Ensuring service providers meet their obligations;
- Building capacity of customers to achieve greater independence to self-direct their own services and supports in the longer term;
- Strengthen and enhance the customers' ability to coordinate their own supports and participate in their community;
- Providing support, which will enhance opportunities for our customers to pursue existing interests, acquire new skills and be involved in a wide variety of experiences appropriate to their age, gender, culture and religion.
- Regular (intrastate) travel for example; accompanying customers to planning meetings/reviews etc.

### **Essential Criteria:**

- Tertiary Qualification in Social Sciences, Health or Behavioural Sciences or at least 2 years of experience working with people with a disability.
- Experience working with people with a disability living with complex situations
- Knowledge of the Disability Services Standards and relevant privacy and confidentiality legislation.
- Experience with enabling and empowering people using a strength based approach
- Sound knowledge of the NDIS, and it's role in improving the lives of people with a disability
- Excellent time management skills and the ability to work with multiple priorities
- Ability to work independently
- Strong attention to detail
- Ability to build rapport quickly and maintain rapport with customers/carers and key stakeholders
- Intermediate computer and administration skills and comfort with electronic case management systems
- Possess a current WWCC and willing to undergo a national police check
- Must have a current NSW drivers licence and own reliable vehicle

**Desirable Criteria:**

- Experience working with customers as well as their families and carers in a time of crisis
- Experience working with PRODA
- Knowledge of Child Protection Legislation and mandatory reporting requirements
- Ability to solve problems

**In return our employees are not only rewarded with the chance to make a positive impact on people's lives but here at DSA, we offer:**

- A competitive salary package
- Access to salary packing options, up to \$15,900 of your pay could be tax FREE;
- Flexible and supportive work environment
- Annual flu vaccinations;
- Ample training opportunities;
- Discounts on groceries, petrol, holidays, retail outlets and loads more;
- Career opportunities
- Paid police check renewals;
- Paid Working with Children check renewals.

Applications close of Business 11<sup>th</sup> of June 2019.

**Interviews will be held on the 17<sup>th</sup> of June 2019 at DSA's Bankstown Regional Office.**

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.

To work at DSA, the successful applicant must undergo a Police Record Check and provide a Working with Children Check (WWCC) verification number for paid employment.

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