

Birrang Enterprise Development Company

Position: NDIS Support Coordinator

Location: Orange, NSW

Classification: Casual with option for full/part time work 37.5hrs p/week

Remuneration: Dependant on skills and experience

Direct Reports: NDIS Operations Coordinator

Indirect Reports: NA

Commencement Date: As soon as practicable

About the Role

At Birrang Enterprise the Support Coordinator will work with our NDIS (National Disability Insurance Scheme) participants to support the implementation of their NDIS plans. This includes assisting the participant to locate the services and supports that they require to meet the goals in their plan and to maintain their linkages to other services including housing, health and education. Key responsibilities include:

- Maintain a comprehensive working knowledge of the NDIS support items under the NDIS Guidelines.
- Liaise with service providers to ensure access to services for consumers.
- Determine budgets for support items and advise Plan Manager of the breakdown of funds.
- Attend regular meetings with the participant and service provider/s to ensure service is adequate to the consumer's needs.
- Provide reports to the NDIA (National Disability Insurance Agency) at the required timeframes on the outcomes and success indicators of the consumer's plan.

To succeed in this role, we are looking for:

- Demonstrate values consistent with person-centred ways of working and supporting the client's choice and control.
- High level communication, liaison and negotiation skills.
- Ability to organise and prioritise work, while managing competing demands and tight deadlines.
- Ability to work autonomously.
- Strong written, verbal and interpersonal communication skills.
- Ability to work creatively and collaboratively to problem solve.
- Networker able to navigate complex challenges within a community setting

Essential selection criteria:

- Current Driver's License
- NSW Working with Children Check before commencement
- Ability to pass a National Criminal History Check
- Experience & knowledge of the NDIS and service environments

Desirable selection criteria:

- Qualification or equivalent experience in disability or related human services fields
- Experience and/or strong understanding of coordinating support services for people with disabilities (including those with additional high or complex needs)

- Strong understanding of the NDIS and NDIS Plans/Budgets

How to apply:

When applying please ensure you include a cover letter addressing the essential and desirable criteria, alongside your resume.

Please submit to: employment@birrang.com.au

For more information please contact:

Harley Seckold
NDIS operations coordinator
02 6361 9511

Application closing date: 5.00pm Wednesday 23rd September 2020