



NDIS Support Coordinator

Northern Rivers, NSW x 1
Melbourne, VIC x 1

NDIS Support Coordinator, Blue Bay Support Coordination

If you are looking for a sub contract position which includes flexible working hours, working from home, mentoring, team support, and higher rate per hour based on billable hours, then this role might be for you!

This is a remote, work from home position, with travel to participant homes or community spaces as required. Negotiable hourly rate, depending on experience. Level 2 Support Coordination \$55- 70.34 per hour inclusive of superannuation. Level 3 Support Coordination (applicable with relevant experience and formal qualifications) is \$134.59 per hour inclusive of superannuation.) . A three-month probation period and expected ongoing contract if successful in role.

Blue Bay Support Coordination comprises a small, dedicated team of NDIS professionals. *Our vision is to continually strive to build genuinely authentic connections to ensure we are working in partnership with our participants to achieve their goals. We believe all people should have the opportunity to live the life they choose.*

To be successful in this role, you will be highly organised with excellent communication skills. You will be detail oriented and a whizz at report writing. As this is a sub contractor's role, you will be a self-starter and able to problem solve and work independently. This role is likely to suit someone already working in the sector seeking a flexible work life balance.

You will be a respectful and professional communicator and be affirming of all people regardless of background and diversity.

The successful applicant will bring solid experience in the community service sector. In particular, you will bring support coordination skills, stakeholder engagement capability and be able to demonstrate an understanding of how best to access and maintain services for participants living with disabilities.

Knowledge of National Disability Insurance Scheme and relevant legislation including the NDIS Act 2013 and Disability Act 2006 is preferred. Seeking someone who has had previous experience working as an NDIS Support Coordinator and has exiting networks and linkages to a range of disability and mainstream services.

Please refer to the position description for a detailed outline of the role on offer. Please provide a written response to the section criteria listed below.



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SELECTION CRITERIA:

A written response (ie 200 words) to each selection criteria is required. Only applications that meet the selection criteria will proceed to interview

Essential criteria
Relevant university qualifications ie social science, psychology, teaching, allied health, community welfare. Min requirement is an undergraduate university degree.
At least three years' experience in the disability/mental health/community services sector
Demonstrated understanding of working within a person-centred framework
Experience in priority setting, planning and organising work
Ability to resolve conflict and deal with sensitive and confidential matters
Well developed interpersonal, written and oral communication skills
Desirable Criteria:
Previous NDIS Support Coordination experience.
Demonstrated experience in case management/supporting people with complex needs

Please send written applications to the selection criteria with a copy of your current resume to : admin@bluebaysupport.com.au

For enquires related to the position based in Northern NSW, contact Team Leader Laura Mitchell on M: 0431282282

For enquiries related to the Melbourne based position contact Director Anita Mansfield on M: 0417331154