



NDIS Support Coordinator

Disability and Community Services (DCS)

Fixed term full time, 38 hours per week

Footprints in Brisbane Inc. is a well-regarded not-for-profit community based organisation with locations in Fortitude Valley, West End, Strathpine and Kingston, providing a range of programs to people who are older, have a disability, experience mental illness, are homeless and are financially/socially disadvantaged. We offer an extensive range of community based services including the broad spectrum of services now offered under the National Disability Insurance Scheme (NDIS).

About the role

As a Support Coordinator, you will provide varying levels of coordination of supports for adults with a disability, including psychosocial disability. Considering an individual's circumstance and level of complexity, the role actively supports participants to coordinate and manage their NDIS (National Disability Insurance Scheme) plan to enable greater independence across all domains of an individual's life.

About you

A minimum requirement of a relevant Diploma in the Human Services and/or Community Services field accompanied by a high level knowledge and skills in the coordination of supports to assist people with a disability in their community and/or in their home. In addition, you will possess knowledge and understanding of the NDIS, including relevant legislation, the different levels of Support Coordination and NDIS Price Guide. Demonstrated knowledge and/or experience working with diverse client groups including people with a disability and their families/carers, people with mental illness, people who are homeless or residing in marginalized housing and who may be a risk of homelessness. Highly developed written communication and inter-personal skills, with experience gaining the cooperation of internal and external stakeholders. Computer literacy and the ability to manage client data bases and associated reports. Current C class Drivers Licence, Yellow Card and satisfactory National Police Check.

We offer

- Flexible work arrangements
- Attractive remuneration with generous salary sacrifice benefits
- Opportunities for ongoing professional development and training
- A committed and friendly team work environment

For more information about how to apply, the Position Description and Key Selection Criteria please visit our website <https://www.footprintsinc.org.au/get-involved/work-us>. For further information contact Robert Forbes, Program Coordinator - DCS, on (07) 3252 3488.

Applications Close: COB 19 June 2019, however, applications may be reviewed upon receipt with shortlisting and interviews commencing prior to the closing date.

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