



Coordinator of Supports

Ungooroo Aboriginal Corporation is looking for an experienced Coordinator of Supports. The Coordinator of Supports works within our Disability Program to coordinate services supporting people with a disability with an NDIS plan.

This role is being offered **3 days per week** with the potential to increase to full-time as supports increase.

Although this is not an identified position, we strongly encourage Aboriginal people to apply.

About the role

- Work collaboratively with current Coordinator of Supports.
- Source & coordinate supports for individuals with Coordination of Supports in their NDIS plan.
- Link and liaise with other service providers.
- Work collaboratively with individuals and other agencies to facilitate quality and effective coordination of supports.
- Engage with people with a disability to ensure their plan meets their needs.
- Ensure compliance with the NDIS Quality and Safeguards Commission requirements.
- Ensure UAC achieves audit requirements to achieve NDIS Registration.
- Complete internal audit and build on administrative processes to maintain registration under NDIS.
- Maintain and apply current knowledge of NDIS requirements and billing procedures & ensure billings (PRODA, self & plan managed) are up to date.
- Complete monthly program reporting.
- Ensure documentation is current and safely maintained.

About you

- Demonstrated person centred approach with genuine empathy
- Excellent interpersonal and communication skills
- Undertake all duties with diligence, honesty and integrity
- Demonstrated ability to organise and prioritise with attention to detail
- Demonstrated commitment to ongoing professional development
- Demonstrated ability to utilise electronic file formats
- Knowledge/expertise in using Sharepoint

Qualifications and experience

- Knowledge and experience in working in disability programs including those that are NDIS funded
- Demonstrated understanding of how the NDIS operates.
- Current NSW Driver's Licence
- Extensive experience and/or qualifications in Disability or Community Services at minimum of Degree level however, applicants with relevant experience and knowledge will be considered.
- Knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander people
- Commitment to Aboriginal community empowerment and development
- Excellent written and oral communications skills.
- Ability to work well in an inter-cultural environment
- Applicants will be subject to a Working with Children's Check, Criminal Record Check & NDIS Worker Screening

How to Apply

Please email your cover letter addressing the criteria and CV with relevant experience to **hr@ungooroo.com.au** or email to find out more about the role.

Find out more about
Ungooroo Aboriginal Corporation

www.ungooroo.com.au

