



NDIS Support Coordinator

- Make a difference to the lives of clients in our Support Coordination program
- Be a part of a growing and supportive team
- Full time opportunity – based in Liverpool

About the Role

As a Support Coordinator you will be supporting participants (children, young people and adults) who have support coordination in their NDIS package. The aim of the role is to help the participant to take control of their own life by ensuring they have choice in deciding and directing their own supports that will help meet their needs.

You will help:

- Put in to plain speak their NDIS plan
- Assist them to link in with the community organisations such as housing, education and health
- Help to ensure that you maximise their NDIS budget
- Help to build their capacity through ensuring a focus on developing their own personal goals and strengths

This is a full time opportunity and is based in our Liverpool site.

About Us

CatholicCare Sydney is the official social services agency of the Catholic Church in the Archdiocese of Sydney. We are a leading not-for-profit agency providing care and support to people in Sydney across a wide range of social services: Children and families, relationships, ageing, disability, employment, mental health and youth programs.

Selection Criteria

To ensure high quality support to our program and clients, applicants are required to hold a tertiary qualification in Social Welfare.

Critical to this role is your comprehensive knowledge of community support available for our clients, as well as your experience in communicating with clients with disabilities, mental health, and complex needs. You will also require the ability to engage our clients in the identification of support to assist their needs.

To be an ideal fit for this role, you will need to be a team player, and be able to engage with people from all socio-economic and cultural backgrounds. In addition, your ability to undertake the duties of this role in accordance with CatholicCare's Mission, Vision and Values will be required.

To be applicable for this role, you will need a current NSW Drivers Licence and access to a registered vehicle.

The position description and selection criteria for this role can be accessed in [Jobs at CatholicCare](#).

Further information

Contact Ruth Farrer, Program Manager on 9509 1103

How to apply

After reviewing the above selection criteria please email jobs@catholiccare.org the following:

- a brief letter addressing the selection criteria, describing how your skills, work experience, qualifications/training and personal attributes match each of the selection criteria; and
- a brief resume.

(Applications that do not address the selection criteria or provide a resume only may not be considered).

Closing date

Applications close Friday 27 March 2020. This position has been re-advertised. Previous applicants need not reapply.

CatholicCare requires the preferred applicant to undertake a National Criminal History Record Check prior to employment and may also require a Working with Children Check.

CatholicCare is an Equal Opportunity Employer and Employer of Choice for Women. People of Aboriginal, Torres Strait Islander and other culturally and linguistically diverse backgrounds are encouraged to apply; people living with a disability are encouraged to apply.