

Selection Criteria – Local Area Coordinator

Essential:

1. Demonstrated experience in providing high-volume quality support and planning facilitation to assist program participants identify and obtain their needs and goals while building capacity
2. Excellent written & oral communication, interpersonal and negotiation skills, with the ability to communicate sensitively and effectively with all people to establish effective relationships
3. Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines
4. Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records
5. Knowledge of community networks, formal and informal supports, and NDIS providers in the region
6. Proven ability to work effectively and as part of team and to enhance positive workplace culture
7. Demonstrated experience in maintaining professional boundaries while engaging in person- centred work

Desirable:

1. Qualifications in community services or relevant discipline

We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.