

Selection Criteria – Local Area Coordinator

Essential:

1. Lived experience of disability and/or relevant qualifications and/or demonstrated work experience in the human services sector
2. Demonstrated experience in providing high-volume quality support and planning facilitation to assist program participants to identify and obtain their support needs and goals while building capacity
3. Excellent written & oral communication, interpersonal and negotiation skills, with the ability to communicate sensitively and effectively with all people to establish effective relationships
4. Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines
5. Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records
6. Solid understanding and working knowledge of issues facing people with disability, their families, and carers
7. Knowledge of community networks, services, and formal and informal supports in the region
8. Proven ability to work effectively and as part of team and to enhance positive workplace culture

Desirable:

1. Experience working with people from diverse backgrounds, including Aboriginal and Torres Strait Islander and multicultural communities

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