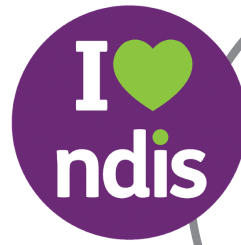


POSITION VACANT:



# NDIS SUPPORT COORDINATOR

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Burnie Brae is a well-established and respected provider of services to the community on the Northside of Brisbane. We are passionate about delivering excellent customer care and support services, and this could be your opportunity to join us in achieving our Vision for the future.

Due to substantial growth, we have a vacancy for a full time NDIS Support Coordinator to join our team. This position would be suited to a highly motivated and empathetic person who is passionate about supporting our community.

## REPORTING TO THE NDIS SUPPORT COORDINATION MANAGER, YOUR ROLE WILL INCLUDE:

- Assisting NDIS participants in support coordination and implementation of all supports services in their funded plan
- Developing service agreements and creating service bookings with providers
- Maintaining accurate and up to date case notes on service provision
- Building the capacity of the participant to achieve greater independence
- Establishing and maintaining effective links with the NDIA and other service providers

See over..

## TO BE CONSIDERED FOR THIS ROLE YOU WILL NEED:

- Tertiary qualification or appropriate disability qualification (Cert IV or above) with appropriate experience in the human services sector
- Previous experience working as a support coordinator or experience coordinating support to participants with complex needs and their families
- Sound understanding of relevant legislation and NDIS procedural guidelines
- Strong administrative skills, time management and efficient work practices
- Ability to understand the NDIS Price Guide and flexibility within budgets

You will be required to hold a current Working with Children Blue Card, Disability Services Yellow Card and National Police Check, or the ability to obtain these.

Don't miss this fantastic opportunity to be a part of a leading provider of innovative and client centred support services in the Brisbane North region.

### BENEFITS

- Staff discounts at our onsite Cafe
- Free membership to our onsite gym
- Salary packaging option
- Staff discount to onsite massage services

### VISION

A socially connected and healthy community

### MISSION

To build strong community connections by providing quality health, lifestyle, and wellness services

### VALUES

Respect – Integrity – Trust – Customer Focus  
- Accountability – Professionalism – Quality

### HOW TO APPLY:

Please send your application, including a Resume and a Cover Letter detailing why you are the best person for this role, to [hr@burniebrae.org.au](mailto:hr@burniebrae.org.au)

