

## **Support Coordinator | NDIS**

We are seeking an experienced support coordinator to join our small team in South Australia, providing quality services to participants funded by the National Disability Insurance Scheme (NDIS). If you are looking for a contract position which includes flexible working hours, working from home and higher pay rates based on billable hours, then this role might be for you! We are seeking a support coordinator to assist participants in metropolitan Adelaide, Adelaide Hills and the Gawler region. We are also growing our participant base rurally, so welcome applicants from country South Australia.

### **About the company:**

Contemporary Coordination was established in November 2020 and strives to be an ethically responsible and high quality independent support coordination provider. We are a small team in a growing company who support participants across South Australia. As a company, we only provide level 2 and level 3 support coordination under the NDIS as we believe this approach ensures greater transparency and upholds our high ethical standards. We use trauma informed practice, the recovery approach, the social model of disability and strengths based practice to inform our work.

Our website is [www.contemporarycoordination.com](http://www.contemporarycoordination.com)

### **About you:**

To be successful in this role you will be a highly organised worker with excellent communication, be details oriented and a whizz at report writing. As this is a contractor's role, you will be a self-starter, and able to problem solve and work independently with minimum supervision. This role is likely to suit someone already working in the sector wanting additional flexible work.

Aboriginal and Torres Strait Islander people, disabled people and people living with mental illness are encouraged to apply! As we work with people who often have challenges in communicating effectively, you will have English fluency, and any additional languages you speak will also be highly valued.

You will be a respectful and professional communicator. You will be affirming of LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people of colour, and be willing to attend inclusivity training as part of induction.

### **Essential criteria to be addressed in cover letter:**



# Contemporary

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- Social work or social science degree or final year student (preferred)
- Strong communication and organisational skills
- Honest and transparent, and willing to access external supervision if requested
- Willing to travel to participants homes as part of service delivery
- Must have ABN and purchase professional indemnity and public liability insurances
- As this is a contractor position, you must also have your own laptop and internet access and be able to use these competently. A work phone will be provided
- Current influenza and COVID-19 vaccinations
- Provision of worker clearances, e.g. SAPOL/National Police Certificate, WWCC, WWVP, NDIS worker clearance
- C class drivers licence and insured, reliable car (preferable but not essential)

## **Benefits:**

This position is a contractor's role and would suit someone already working in the sector wanting additional flexible work. This is a work from home position, with travel to participant homes or community spaces as required. Negotiable hourly rate depending on experience (Level 2 Support Coordination \$55-70. Contract is for twelve months initially, with a three month probation period and expected ongoing contract if successful in role.

Please apply with your CV including at least 2 professional referees, and a 1-2 page cover letter addressing the above criteria.

Enquiries and applications can be directed to Rachel Lafain at [admin@contemporarycoordination.com](mailto:admin@contemporarycoordination.com)