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My Right 2 Voice



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Specialist Support Coordinator

My Right 2 Voice

Melbourne • Western Suburbs

Community Services & Development • Aged & Disability Support

\$81,087 - \$100,930 • Full time

Posted 1 Apr 2022

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About us

My Right 2 Voice is an innovative and growing company that puts people first. We pride ourselves on providing a quality service and empowering our practitioners to develop their skills and feel confident within their field. Our reputation has been built on working with a variety of clients ranging in complexity. We are looking forward to your application.

Qualifications & experience

- A minimum of 12-months experience working as a Support Coordinator with complex cases / A specialism in an area recognised by the NDIS.
- Able to work as a Level 2 and/or Level 3 Support Coordinator.

- Current Victorian Driver's License and vehicle.
- Satisfactory Working with Children's Check (Employee).
- NDIS Worker Orientation Module.
- NDIS Worker Screener Check Certificate.
- Current Police Check (last 2 months).
- Experience working with the community sector and an understanding of NDIS operational guidelines.
- Excellent communication, time management, and organisational skills.
- Demonstrating a strong sense of resilience, reflective practice, and personal accountability.

Tasks & responsibilities

- Assist NDIS participants to coordinate supports and services in line with their NDIS goals.
- Working to build capacity in participants, their informal supports and carers, so they may experience increased independence, opportunity, choice and control.
- Coordinating person-centred support through liaising with providers and support services in line with a client's NDIS goals.
- Participating in a SMART goal setting with clients and supporting them to manage their funding and monitor progress.
- Adhering to NDIS legislation, policy and procedure, at all times.
- Supporting participants to build capacity so they may experience a greater degree of choice and control in their lives.
- Writing comprehensive review reports and supporting participants through the NDIS review process, obtaining plans that are appropriate to their disability- related need.
- Supporting clients to navigate the interface between NDIS, health, justice, education and housing, to ensure a holistic approach toward meeting need.
- Participating in client conferences with other professionals, external agencies, and service providers.
- Supporting clients to resolve points of crisis and develop resilience in their informal network.

Benefits

- Be a part of a team that genuinely cares about the people they support and one another.
- Have the opportunity to complete additional training through your own DSC Membership.
- At MR2V we offer opportunities for growth and development and have clear role expectations.
- We believe in empowering our employees to succeed and reward this success with positive praise, opportunities to share with other team members in regular meetings, and increased salaries reviewed once every 6-months through Professional Development Plans.
- Receive ongoing supervision on a regular basis for an average of one hour per week.
- Be a part of monthly team meetings to share and collaborate with your team members.
- Be a part of changing the sector and improving people's quality of life.

- Active involvement in the continuous improvement of the Support Coordination service at My Right 2 Voice.

Employer questions

Your application will include the following questions:

Which of the following statements best describes your right to work in Australia?

Which of the following statements best describes your Covid-19 vaccination status?

How many years' experience do you have as a support coordinator?

Do you have a current Working With Children (WWC) Check?

Do you have a current NDIS Worker Screening Check?

Do you have a current Police Check (National Police Certificate) for employment?

Do you have a current Australian driver's licence?

Which of the following Microsoft Office products are you experienced with?

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