



My Right 2 Voice



Support Coordinator - Coordinator of Supports (Level 2)

My Right 2 Voice

Melbourne • Western Suburbs

Community Services & Development • Aged & Disability Support

\$60,000 - \$69,999 • Full time

Posted 12d ago

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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 coordinators 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 and providing a realistic billing environment that allows growth and development. We are looking forward to your application.

Qualifications & experience

- Understanding of the role and expectations of Support Coordination.
- Understanding of the reports completed by Support Coordinators and how these serve to demonstrate evidence to the NDIS.

- Have managed a caseload of Level 2 clients and demonstrated the ability to achieve positive outcomes.
- Demonstrate the ability to access and navigate the provider portal, including the 'My Participants' tile, the 'Provider Finder' tile, the 'View Plan' tile and the 'NDIS Commission' tile.
- Demonstrate proficient knowledge of NDIS operational guidelines.
- Demonstrate an ability to use the NDIS line items/funded services flexibly and creatively in order to meet participants' goals.
- Demonstrate practice of active and critical personal/professional reflection.
- Proficiency in Microsoft Software

Tasks & responsibilities

- Manage a caseload of majority Level 2 clients, including at least two clients with funding for Level 3. This will be completed under the supervision of management.
- Assist clients to move through the service delivery pathway at My Right 2 Voice to implement their NDIS plan.
- Chair care team meetings.
- Ability to complete Support Coordination reports as required to promote the achievement of client goals.
- Support clients through the process of gathering evidence and submitting a RORD or CIC.
- Support clients to obtain secure sustainable housing, through mainstream or NDIS pathways.
- Support participants to build their capacity in monitoring plan expenditure and ensure they are making informed decisions.
- Link clients with eligible supports through the Health, Justice, Education, Aged Care, Child Protection & family support, Employment, Mental Health, and housing sector (as relevant).
- Supervision: Prepare for supervision, actively participate, and maintain documentation.
- Provide support and the opportunity to shadow lower level coordinators.

Benefits

- Be a part of a supportive and collaborative team.
- Receive fortnightly supervision for 2 hours.
- Receive monthly training.
- DSC membership included.
- Flexible working arrangements

Employer questions

Your application will include the following questions:

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?

Be careful

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SEEK Insights

Support Coordinator roles in Melbourne were **typically advertised** between **\$65k** and **\$75k** over the last 3 months

\$50k \$55k \$60k \$65k **\$70k** **\$75k** \$80k \$85k \$90k \$95k

 Based on full-time annual packages in SEEK job ads. Data is not specific to this job.

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