At CRANES we are passionate about people. We believe in *‘your life, your way’.*

Our values of Love, Innovation, Integrity, Sustainability and Excellence underpin our vision of an inclusive community where everyone gets a fair go.

As a non-profit organisation we provide NDIS, Homecare and Family Support services across Northern NSW for people of varying ages, abilities, and life circumstances.

Due to recent growth, we are now looking for a Part-time NDIS Support Coordinator to join our Grafton-based team.

**Responsibilities include:**

* Deliver professional customer service and establish positive working relationships with internal and external stakeholders.
* Build the capacity of participants to exercise choice and control as they navigate the NDIS marketplace and find providers, therapists and goods that are the right fit for them.
* Facilitate the implementation of all supports in participants plans, including informal, mainstream and community, as well as funded supports.
* Strengthen and enhance participant’s ability to coordinate their supports and participate in the community.
* Establish community links and partnerships that facilitate capacity to connect and participate in the community.

**Skills & Experience:**

* Demonstrated knowledge of the NDIS in a similar role is highly desirable but not essential.
* Genuine, empathetic, and passionate nature is a must.
* Exceptional time management and organisational skills with the ability to prioritise competing demands.
* Effective problem-solving skills and ability to think creatively.
* Established IT skills.
* Highly effective interpersonal and communication skills and the ability to effectively advise, consult and negotiate with a range of internal and external stakeholders.

**Desirable but not essential:**

* Tertiary qualification (social science, human welfare, disability, or management) and/ or equivalent experience working within the disability sector or knowledge and training related to facilitating decision making and person-centred service delivery.

The successful candidate will be required to demonstrate entitlement to work in Australia, disclose any pre-existing injury or disease which may be adversely affected by undertaking the inherent requirements of the position and participate in Australian Police and Working with Children Checks prior to confirmation of appointment to the position.

**To obtain an application pack please visit www.cranes.org.au**

**or contact Sue Ting on****02 6642 7257**

**Please send all applications to****sting@cranes.org.au**

**Closing date for applications Tuesday 6th April 2021**

**First People (Indigenous Australians) are encouraged to apply**

***CRANES is a smoke free environment***