



- Rare management role based in Mudgee, with services across the region
- Truly make a difference to those with a disability and their families
- Great opportunity to “make your mark” in a new role

COORDINATOR, SUPPORTED INDEPENDENT LIVING

Since 1991 Lifeskills Plus has been providing first class services to people with disabilities in Mudgee, Gulgong, Rylstone, Kandos, and surrounding villages. HDAA accredited for provision of services under NSW Disability Service Standards, Lifeskills Plus is also a registered NDIS provider.

We’re looking for an experienced person to lead and oversee the operations and potential further growth of our Supported Independent Living (SIL) homes. We currently operate 3 SIL homes across the region, operating 24/7 with another home potentially opening by the end of 2021.

The successful candidate will report to the CEO and be an integral part of our leadership team.

YOUR KEY RESPONSIBILITIES WILL INCLUDE...

- Leading and managing a team of Disability Support Workers providing quality, person-centred care, and support to people with a disability living in SIL homes
- Overseeing the development, delivery, monitoring and assessment of client-related programs and Personal (individual) Care Plans
- Ensuring evidence of outcomes is documented and available for compliance purposes
- Managing staff rostering, recruitment, performance, development plans etc...
- Overseeing financials/budget management for SIL services
- Ensuring adherence to all NDIS, quality, HR, WHS and other standards and requirements
- Promptly and effectively addressing client, family and staff-related issues arising
- Building and maintaining quality relationships with SIL clients, their families, community representatives, SIL staff and others
- Contributing to the Lifeskills Plus leadership team

Please note that this role will (often) require split shifts, night, and weekend work.

OUR IDEAL CANDIDATE WILL HAVE...

- Experience in a similar role, preferably supported by relevant qualifications or willing to work towards immediately
- Sound knowledge of NDIS, quality (compliance), WHS and other standards and requirements
- Proven experience managing staff and budgets
- An inclusive, collaborative approach
- The ability to meet and balance the strategic and operational aspects of the role (a “hands on”, flexible approach to work is a must!)

- Demonstrated ability to engage with a diverse range of stakeholders at all levels (clients, and their families, staff, Board members, community representatives)
- Excellent written and oral communication skills
- Proven experience managing change
- NDIS Worker Screening Check (or willingness to obtain)
- Current First Aid Certificate (or willingness to obtain)
- Ability to perform the physical tasks associated with the role
- Current drivers' licence
- Willingness and availability for occasional travel and work outside standard business hours

WHAT'S IN IT FOR YOU...

This is an exceptional and rare opportunity to take on a management-level role in a growing, values-based organisation which has earned a great reputation in the local community.

In addition to the satisfaction of knowing that you are part of an organisation of dedicated people working together to make a difference to those with a disability and their families, there'll be opportunities for personal and professional growth and the chance to contribute to the overall leadership of the organisation.

And of course, you'll receive competitive remuneration in line with your skills and experience (likely SCHADS Award level 5 to 6, depending on experience, plus allowances and PBI tax benefits).

NEXT STEP...

If this opportunity is of interest, please get in touch, we'd love to hear from you!

For further information email ceo@lifeskillsplus.com.au

To apply, please submit the completed application form, Your CV, covering letter describing reasons why you would be perfect for the role.

Thank you for considering working with the Lifeskills Plus team.

Good Luck.