



COORDINATOR

Community Support and Respite

Full Time Permanent position

Level 4 / 5 (Disability Services Award)

ABOUT THE OPPORTUNITY

Leveda has an exciting opportunity for a Community Support Service/Respite Coordinator reporting to the Executive Manager the primary aim of this role is to ensure client support needs are met and to develop and maintain relationships between management, funding hosts, staff, carers and clients.

The successful applicant will be required to:

- Oversee the day to day coordination for the service's client base;
- Supervise and Roster direct support staff to maintain a full client support roster;
- Provide direction, guidance and advice to direct service delivery staff;
- Liaise with funding bodies and Case Managers to establish client support agreements;
- Manage Service Agreements and negotiate funding contracts;
- Maintain regular contact with clients and their families;
- Promote services through engaging with service providers and the community, and;
- Provide On-Call Services on a rostered basis.

To be successful in this role, candidates will require a Certificate IV in Community Services (Disability) or an equivalent. You will also hold a current driver's license, and/or be willing to obtain, a qualification in management or supervision. An understanding of cognitive disability and complex support needs will be vital for this role.

Leveda is seeking an enthusiastic and positive individual with the ability to provide effective leadership to direct staff. You will also have the communication skills required to build a rapport with clients, ultimately recognising their unique aspirations and lifestyles.

Within this varied role, you will demonstrate the ability to manage multiple tasks, while remaining focused on providing optimum support to families, adults and children affected by a disability.

Applications, including the names of two referees are to be submitted to Lisa Turner, HR Assistant, 2 Peaton Avenue INGLE FARM SA 5098 or email humanresources@leveda.org.au by close of business on Friday, 4 June 2010.

Applicants are requested to address the Job and Person Specification, which is available at www.Leveda.org.au

Enquires to Anna Hughes **Executive Manager**, Community Support and Respite Services.