

## Local Area Coordinator

### KEY SELECTION CRITERIA

Toowoomba Service Area

Job Reference Number: TLAC2018



Carers Queensland is a NDIS Partner delivering the NDIS in your community

Local Area Coordinator	
<b>Qualifications</b>	Minimum: Certificate III in Disability or similar
<b>Experience</b>	Demonstrated experience working in the human services sector. Experience working with, or a sound understanding of persons with disability, carers, Aboriginal & Torres Strait Islander persons, and persons from culturally diverse communities. Lived experience of disability will be highly regarded.
<b>KSC 1</b>	High level communication skills (both written and verbal) and the ability to build rapport and adapt skills according to the audience or target group involved.
<b>KSC 2</b>	Demonstrated experience in developing support plans or similar.
<b>KSC 3</b>	Demonstrated ability to apply a person centred approach to service provision and social inclusion.
<b>KSC 4</b>	The ability to support individuals, families and carers to gain the skills, confidence & expertise required to plan for their future.
<b>KSC 5</b>	IT competency in using a variety of devices.
<b>KSC 6</b>	Demonstrated competency in entering information into databases.
<b>KSC 7</b>	Demonstrated competency in providing timely reports.
<b>KSC 8</b>	Demonstrated ability to contribute to positive workplace culture and practices.
<b>KSC 9</b>	Current Queensland open driving licence and willingness to undertake regular travel is desirable Working with Children Check clearance is mandatory Working with Persons with Disability Check clearance is mandatory National Criminal History Check clearance is mandatory