Interchange Shoalhaven Inc.
HR Work Instruction: Coordinator Selection Criteria

Essential Criteria: - must be addressed

1. Tertiary qualification in a related human services field or equivalent experience in the sector
2. Demonstrated experience in supporting families in the community care sector and with people with a disability, who have a range of support needs including: High, medical and behaviour management
3. High level of communication, consultation and negotiation skills (written
4. and verbal) across a range of levels
5. Demonstrated ability to lead, support and mentor team members
6. Proven ability to work independently and within a team
7. Demonstrated organisational, time management and delegation skills
8. Demonstrated ability to liaise with parents, carers, advocates, and Government Departments.
9. Demonstrated ability to positively promote people with a disability
10. Computer skills in Microsoft environment and programs.
11. Senior First Aid Certificate (or willingness to obtain within 3 months)
12. Knowledge and/or experience working in a quality assured organisation
13. Current NSW Driver's Licence.
14. Demonstrated understanding of the Disability Services Act & Standards.
15. Demonstrated understanding of the WH&S Act and requirements.
16. Supply the name, addresses and phone numbers of 2 referees (1 work related and 1 personal)

Desired Criteria: (Desired but not essential)

1. Experience in leadership/project management in one or more relevant management areas
2. Knowledge of relevant sector issues including person centered approaches, self-managed funding and the National Disability Insurance Scheme
3. Knowledge of local services and recreational activities

Your application must reach this office no later than 5pm Friday 1st May 2015 marked 'Application Coordination Position"

Applications will be accepted via; hand, post, e-mail or fax to the address's below:
37 Holloway Rd, Nowra NSW 2541 or P.O. Box 663 Nowra NSW 2541