

LinC Team Leader

Join our Extended Family... and help children and young adults with a disability achieve their goals in skill development, community participation and inclusion. You will be coordinating our LinC Program (Linking-Inclusion-Connecting), where paid Inclusion Support Workers assist participants to access the community and build skills, confidence and independence.

Who

We are seeking an experienced human service coordinator and leader, with expertise supporting children, young adults and families. You will have a solid understanding of and experience in disability and behaviour management, excellent communication and organisational skills and be a proven problem solver. You will also be tech savvy, a fast learner and thrive working in a fast paced environment.

You will have a relevant tertiary qualification in human services and the ability to supervise direct practice staff. You will ideally have a knowledge of and experience working in the NDIS environment.

You will be required to undergo a Police Check, Disability Worker Exclusion Scheme Check and have a current Working with Children Check.

What

The LinC Team Leader works with NDIS participants, their families and carers and to help participants reach goals of social skills development, community participation and independence. The Team Leader carefully matches Participants to Inclusion Support Workers who provide direct support for community or in home activity.

Roles include:

- intake and assessment of referrals, development of participant profiles and activity plans
- developing quotes that lead to service agreements
- coordinating services and resolve any barriers or issues
- provide leadership, support and supervision to a team of Inclusion Support Workers
- monitor and review support arrangements
- ensure NDIS goals are met and report outcomes to the NDIS at Plan review

Where

There is a choice of primary office location at either or Coburg or Box Hill office, although some work will be required at both offices. The service being coordinated is currently primarily based in the North and East Regions, but that will likely extend to work across Melbourne. The position is primarily office based, and uses the phone and email for communication with key stakeholders.

When

Most work is in business hours, although may include some evening work for quarterly ISW support meetings.

Further information

Enquiries to Julie Langdon info@extendedfamilies.org.au or phone 9355 8848.

See our Position Descriptions for the full list of duties and selection criteria available on our website
www.extendedfamilies.org.au