

Support Coordination (Vietnamese Speaking)

Join our Extended Family... and help people with a disability achieve their goals and families make the most of their child's NDIS plan. For many participants and parents, finding their way through the process of planning and connecting with services can be challenging and time consuming. Support Coordinators help people plan, connect to services and overcome barriers.

Extended Families has strong relationships with the Vietnamese community in the Southern and Western regions of Melbourne, and has run specific groups and services over many years. We have also assisted families with preparing for the NDIS.

Who

We are seeking Vietnamese speaking workers to complement our culturally sensitive team, who have:

- Experience in family case work, case management and / or disability support work.
- Bi-lingual Vietnamese and English; with good spoken and written English skills
- Excellent communication, organisation, flexibility and empathy and ability to engage with families
- Strong administration and computer skills
- Ability to support children and young people with a disability and their families
- Genuine commitment to the Vietnamese community

We are looking for people with qualifications in Social Work, Disability or other allied health area; the minimum qualification is a Cert 4.

All positions will have relevant experience in and understanding of Disability Services, a current Victoria Driver's license and access to a car, and a current satisfactory Police Check and Working with Children Check.

There is flexibility around the number of hours to be worked each week. Positions may be casual or part time.

What

Support Coordinators work with families, carers and NDIS participants to provide independent support, coordinate all aspects of their NDIS plan and to form links with a range of community, mainstream and funded support services.

This includes assisting people to:

- source and assess support options and connect with services
- coordinate services
- implement, monitor and manage their NDIS plan
- build their skills and confidence
- respond and deal with any crisis
- ensure goals are met, report outcomes to the NDIS and re-develop goals prior to plan review

Where

You will relate to an Extended Families office in either Box Hill or Coburg, supporting families primarily across either the Southern or Western Regions.

When

Most work is in business hours, although may include occasional afterschool or evening visits to connect with relevant family members.

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