

NDIS ECEI Access and Coordinator Officer

Location: Vermont

Work Type: Full time, ongoing position

- Bachelor Degree qualified
- Fully registered Allied Health and Early Childhood Education professionals
- Focus on children (0-6 years), their families and carers
- Salary packaging options available

Link Health and Community (Link HC) is a multi-sited community health service providing a comprehensive range of health, early childhood and community services.

Link HC is the Partner in the Community (PITC) delivering Early Childhood Early Intervention (ECEI) services for children 0-6 years' across Inner Eastern Melbourne, Outer Eastern Melbourne, Southern Melbourne, Inner Gippsland and Outer Gippsland for the National Disability Insurance Scheme (NDIS).

The NDIS ECEI Access and Coordination Officer will work as part of a specialised team, as a first point of contact to provide support and guidance to families who have a child with developmental delay or disability. The NDIS ECEI Access and Coordinator will adopt a family centred approach when supporting families and referrers over the phone.

In this position the NDIS Access and Coordinator will gather information to identify the appropriate pathway for children and their family, proving relevant information and connections to mainstream and community supports.

To be successful in this position you will possess the following skills and experience:

- Demonstrated knowledge and understanding of the National Disability Insurance Scheme (NDIS)
- Experience interacting with people from diverse backgrounds including people with disabilities
- Excellent interpersonal and communication skills

Mandatory Requirements:

- Police Check, both National and where applicable International
- Current Working with Children Check
- Victorian Driver License
- Clinical or Professional Association Registration
- Level II First Aid (inclusive of CPR) certification
- Australian citizenship or permanent residency

Link HC is a child safe and equal opportunity employer that actively complies with all relevant legislation and guidance.

Applications from Aboriginal and Torres Strait Islander people, people from a culturally diverse background and people with a lived experience of disability are encouraged to apply. Applicants must be eligible to work in Australia.

Only applications with a cover letter outlining previous experience will be accepted.

To apply please send your application to hr@linkhc.org.au or if you have any further questions, please contact Ema Cerisara or Tiffany Kyriakopoulos, Workforce Wellbeing on 1300 552 509.