



GCLA is a local organisation leading the way in **Disability and Aged Care Services**. Proudly contributing a real difference to our customers and the Gladstone Community for over 24 years! Covering north to Mt Larcom, west to the Boyne Valley & south to Agnes Water.

Want to extend your BEYOND ordinary career with GCLA?

If so, we want to hear from you!

-POSITION VACANT -

Assistant Coordinator

Fixed Term 12 months – 30 hours per week

The Assistant Coordinator is responsible for assisting the Service Delivery Team to deliver BEYOND ordinary customer experiences to individuals and/or group services. This is achieved through assisting the delivery, monitoring, and reviewing of services to support an individual's strengths, needs, goals and aspirations, and promoting opportunities to fulfil valued community roles. Under limited supervision and working collectively to assist the Team Leader, peer Coordinators and Direct Support Workers, an Assistant Coordinator champions GCLA policy, values, practices, and standards of care in all interactions. The role encompasses all responsibilities that affect the day to day operation of GCLA. The person will work under the direction of the Team Leader and Coordinator to continually develop the service through strategically planned and managed processes.

To be successful in this role you will need to demonstrate experience in:

- Building excellent relationships with customers and families
- Ensuring a safe workplace and a quality service
- Working with initiative and ability to work autonomously
- Problem solving and being adaptable
- Leading and inspire others in the workplace

You will have:

- Certificate III or IV in Disability or Individual Support
- Direct support work or similar experience
- Working with children Blue Card **blue card is required prior to commencement**
- National Police Check **or be willing to obtain prior to commencement**
- Working with adults with disability card (yellow card) **or be willing to obtain prior to commencement**

We pride ourselves on offering a great place to work with a positive, supportive, and engaging culture, where we work hard but also have a lot of fun!

Do you desire a career that is not only rewarding and inspiring but where you can make a genuine and positive contribution to the lives of individuals and their families in our Community?

APPLY NOW!

Please forward your *resume* to beyondordinary@gcla.com.au

Be brave, step outside your comfort zone and tell us how you can be part of our Team!

The NDIS Commission have a mandatory NDIS Orientation module called 'Quality, Safety and You' to assist all NDIS workers to better support people who have a disability. The module is an online, interactive course that explains the obligations of workers from the perspective of NDIS participants.

Please click on the link to access the NDIS module <https://training.ndiscommission.gov.au/>

Only prospective applicants will be contacted

Applicants contacted may be invited to attend an interview.

APPLICATIONS CLOSE Wednesday 2nd December 2020



GLADSTONE COMMUNITY LINKING AGENCY



IN HOME SUPPORT | AQUAFIT
COLLECTIVE ENTERPRISES
IE CAFE | INDEPENDENT LIVING
GROUND CONTROL

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