

Support Coordinator



Employment Type: Full Time / 1FTE / 75 Hours per fortnight

Contract Term: Contract - until June 2027

Remuneration: Administrative 5.1 – \$84,731 1FTE

Supervisors Position / Reports to: Integrated Care Team Leader

Employee Benefits:

Above Award Wages, Attractive Not-for-Profit Salary Sacrifice Benefits, Ambulance Membership cover, Employee Assistance Program, Health & Wellbeing Incentives.

About Us

Nunyara is an RACGP-accredited health service committed to providing culturally appropriate care, health promotion, and education for the Aboriginal community. We're more than just a health service; we're a community, and we're seeking someone who is motivated and shares our passion for making a positive impact.

About the Role

As our **Support Coordinator**, you will play a key role in building participant capacity, independence, and confidence to manage their supports. This includes strengthening participants' ability to make informed decisions, develop and maintain service networks, and achieve their personal goals through effective use of their NDIS plan. The role is also responsible for maintaining accurate documentation, meeting reporting requirements, and ensuring all supports are delivered in a person-centred, culturally safe, and strengths-based manner.

What You'll Do:

- Participate in supervision, training, team meetings, and professional development activities
- Work collaboratively within a respectful and supportive team environment, maintaining professional boundaries
- Connect participants with NDIS and mainstream/community supports and services
- Develop, implement, and regularly review individual support plans in partnership with participants
- Support participants to understand and effectively use their NDIS plans and build decision-making capacity
- Collaborate with families, carers, and service providers to achieve participant goals and coordinated supports
- Maintain regular participant contact, monitor progress, and adjust support strategies as needed
- Complete accurate documentation and NDIS progress reports, including outcomes, service linkages, and recommendations

What We're Looking For: a motivated, client-focused individual who can work collaboratively to support participants to understand and use their NDIS plans. You will demonstrate strong communication, organisation, and documentation skills, with a commitment to professional boundaries and ongoing development.

Respecting culture;
Acknowledging diversity

Applicant Requirements

Essential Checks

- Working with Children Clearance (WWCC)
- NDIS Worker Clearance
- Aged Care Worker Check
- National Police Clearance Check

Other Essential Requirements

- Australian Driver's Licence
- Provide an Immunisation History Statement

Desirable

- Safe Environments for Children and Young People Certificate
- First Aid Certificate

Instructions for submitting your application

- Provide a covering letter introducing yourself to us
- Address your skills and experience against the **selection criteria** in the Job and Person Specification
- Provide a current resume, including at least two referees- one of whom must be your current or most recent Supervisor.
- Disclosure of any disability or injury previous or current
- Attach proof of essential checks & requirements (Desirable documentation may also be attached)

Email all of the above to admin@nunyara.org.au or alternatively, drop a printed copy to Nunyara Administration building at 76 Bastyan Crescent, Whyalla Stuart SA 5608.

For more information, please email admin@nunyara.org.au

Closing date:

Applications will remain open until the position is filled

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