

Plan Management Administration Officer

Positions Vacant: Part time 19 hours per week

$31.18/hr

For over 35 years Interchange Outer East (IOE) has been delivering programs and services that support not only the person with a disability but every family member. We currently have a part time vacancy for a Plan Management Administration Officers within our dedicated finance team.

The position of Plan Management Administration Officer will undertake a variety of tasks associated with the administration of the National Disability Insurance Scheme (NDIS) for the participants of IOE. The hours are 19 per week and may be worked over three days – Tuesday, Wednesday & Friday.

# Job Summary

* Foster positive relationships with participants or their nominee
* Respond to participant or nominee inquiries
* Update participant information on a variety of databases
* Support participants and/or their nominee to establish and work within a budget
* Regularly review participants’ plans and budget balances
* Prepare service agreements.
* Generate monthly statements
* Work directly with providers to resolve any billing issues
* Ensure timely and quality data flow between IOE and the NDIS portal, including service bookings, claiming and remitting
* Ensure accurate record keeping for the acquittal of NDIS funds and audit processes
* Undertake ongoing self-education regarding disability services, products and suppliers

**Skills & Experience**

Essential

* High level communication skills, both written and verbal, including strong interpersonal skills
* Demonstrated competence in Microsoft Excel and a working knowledge of Microsoft Word, Outlook and web-based platforms
* Commitment to learn and develop new skills
* An understanding of accounting and audit processes
* Ability to work independently and in an active team environment
* Sound knowledge and experience of administrative practices, procedures and processes
* Ability to handle a number of tasks concurrently with minimum supervision
* Ability to produce work with a high degree of accuracy

Desirable

* Knowledge of the NDIS and the disability sector
* Experience working in a community-based organisation

Prospective candidates will need to undergo a series of safety screening checks before appointment to any position at Interchange Outer East. Our recruitment procedures reflect our commitment to the safety of the people we support. Safety screening includes:

* A Working with Children Check
* National Police history check (Crimcheck)
* Disability Worker Exclusion Scheme

In addition to the safety screening, the successful applicant will be required to provide proof of currency for first aid certification – Provide First Aid HLTAID004.

Generous salary packaging is available on commencement.

Applications including a cover letter and resume should be emailed to [rita.tuccio@ioe.org.au](mailto:rita.tuccio@ioe.org.au). A position description can be obtained by contacting our Reception on 9758 5522 or from our website at www.ioe.org.au.

Applications close Friday 15th February 2019