

## **ADVERTISEMENT: Quality & Compliance Coordinator.**

Interchange Outer East (IOE) is a child safe organisation upholding the right of children and vulnerable people to be free from abuse. All people involved with IOE have the right to feel safe and supported during their involvement with the organisation.

At IOE we are passionate about people, creating opportunities and having fun.

### **Want to join our team?**

Our team includes our staff, volunteers and board; without them, nothing else is possible. That's why we support and treasure our team and culture to ensure we have the right approach, attitudes and capabilities to service our community.

### **What we do**

- We develop and deliver services to children and young people with disabilities and their families

### **Why we do it**

- To enhance family wellbeing
- To build inclusive communities
- To engage and support children and young people with disabilities

### **Our beliefs**

- We believe that when families are supported, individuals and communities thrive
- We believe that human rights, respect and inclusion really matter
- We believe in local, community-based approaches with volunteering opportunities
- We believe that open and honest relationships are the foundation of trust
- We believe having fun is an essential part of life

### **What we are looking for**

#### **Personal Qualities**

1. A can do attitude with a passionate belief that all people with a disability have something to offer another
2. An outgoing personality
3. Genuinely curious, thinks outside the square
4. Perfect team player
5. An ideas person – someone who is thinking 'what next?'

#### **Skill Set**

1. Research, analytical and data collection skills.
2. Sound knowledge base of disabilities and families.
3. An understanding of the NDIS Quality and Safeguarding Framework.
4. Excellent written and verbal communication skills.
5. Experience in quality system development, implementation, monitoring and evaluation.
6. Someone that can take complicated structures, processes and protocols and turn them into easy and accessible concepts.

Prospective candidates will need to undergo a series of safety screening checks before being appointed to any position at IOE. 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 and undertake the NDIS Worker Orientation Module.

This is a Full Time position, 38 hrs per week. Salary range between \$75K-80K

Generous salary packaging is available on commencement.

While we are based in Ferntree Gully we provide services across Knox, Maroondah and Yarra Ranges and some travel will be expected.

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 by visiting our website at <http://www.ioe.org.au/>.

Applications close 5.00 pm **10/08/2020**.