

Recreation Services Coordinator

38 hours per week

Interchange Outer East 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.

For over 35 years Interchange Outer East (IOE) has been delivering programs and services that support children and young people with a disability, and their families. We currently have a vacancy for a recreation services coordinator within our dedicated team.

The position of recreation services coordinator is responsible for the operation and daily coordination of support provided by the service.

The coordinator will focus on the design, development and service delivery of fun and inclusive opportunities, choices and experiences for people living with disability, with a focus on providing support to individuals and their families that meet their goals and have positive outcomes. This includes:

- Providing the daily coordination of programs;
- Conducting all aspects of planning, allocation of activities and supports in response to requests and NDIS plans;
- Completing all tasks required to a high standard of service delivery;
- Completing follow-up and future program development;
- The supervision, support and development of recreation leaders and volunteers;
- Providing mentoring by leading some activities; and
- Management of performance concerns, incidents and/or complaints.

The role requires a commitment to providing quality services to people with disabilities and their families, the ability to provide support and assistance to recreation leaders, support workers and volunteers, and to work positively and collaboratively within a team.

Competencies Required

- A minimum Certificate III qualification, or equivalent proven experience, in a related field.
- Belief that all people with a disability contribute to the community.
- Capacity for high levels of independence and autonomy.
- Ability to work within a team-based approach.
- An understanding and the ability to advocate for the right of every individual to have access to some form of communication, which allows them freedom of expression and the ability to have choices and power over their own lives.
- Clear and effective communication skills; meeting the needs of people from various backgrounds and skill levels.
- Commitment to learn and develop skills.

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:

- Working with Children Check
- NDIS Worker Screening Clearance

In addition to the safety screening, the successful applicant will be required to provide proof of currency for first aid certification HLTAID012, manual handling, COVID-19 vaccinations as directed by the Victorian Government and undertake the NDIS Worker Orientation Module.

Generous salary packaging is available on commencement.

Applications including a cover letter and resume should be emailed to Rita Tuccio rita.tuccio@ioe.org.au. A position description can be obtained on our website <https://www.ioe.org.au>

Applications close at 5pm on Monday 17 October 2022.