



POSITION:	SERVICE & INDIVIDUAL LIFESTYLE PLANNING COORDINATOR Maternity Leave position (12 months)
HOURS:	Mon – Fri, 76 hrs pf
SERVICE/DEPARTMENT:	Day Services – North West
LOCATION:	Cherrybrook
REPORTS TO:	Day Services Manager and Joint CEO
OVERVIEW:	Inala is a Rudolf Steiner inspired organisation supporting individuals with intellectual disabilities. Inala Day & Community Support Services provide a range of high quality arts, vocational, therapeutic, social and skills development, and community participation activities for adults at its services at Cherrybrook Castle Hill and the Eastern Suburbs.
DUTIES:	To work in and support a positive and cohesive team environment to deliver high quality day program services that provide support, learning opportunities, assistance and encouragement of clients in their personal development and development of independent living, recreational, social and work skills in accordance with identified individual priorities, goals and aspirations.
REMUNERATION:	Commencement Inala Award (Schads equivalent) Level 4 Commensurate with experience & proven ability
SELECTION CRITERIA:	<ul style="list-style-type: none"> • ESSENTIAL <ul style="list-style-type: none"> • Experience, ability and a commitment to enhancing the quality of life of persons with disabilities. • Commitment to the human-centered Ethos and approaches of Inala • Experience / ability in developing and implementing recreational, therapeutic, living and individual skills and community access programs for people with disabilities • Experience / ability in maintaining Individual and NDIS planning and review documentation. • Communication and interpersonal skills and commitment to working as part of a team and providing team support • Experience / ability liaising with families and carers • Current drivers licence • Current First Aid certificate (or willingness to obtain one within three months of employment) • Sense of humour, responsibility and initiative • DESIRABLE <ul style="list-style-type: none"> • Familiarity with Steiner-based approaches • Certificate 3 / 4 Community Services (Disability) or equivalent in experience
APPLICATION PROCESS:	Send resume to: The Manager, Inala Day Services, PO Box 122, Cherrybrook 2126 Or email : dputtlitz@inala.org.au T: 9634 2521 / 0425 289 772
APPLICATIONS CLOSE:	Immediate or negotiated commencement date available
ENQUIRIES :	NW Day Service manager : dputtlitz@inala.org.au T 96342521 / 042 528 9772
Inala is an Equal Opportunity Employer. All appointments will be subject to Inala's criminal record screening process	

