

# Health Care Coordinator | Accommodation Services



Inala was established in Cherrybrook NSW in 1958 and has a proud history of supporting individuals living with disability. Our vision is for a community which is conscious of its members and where every individual makes their unique contribution. We currently support over 200 people in Day and Community supports and Accommodation in Sydney's North West and Eastern Suburbs.

Inala has a commitment to personal and know **relationships**, providing **excellence** in individualised support and creating a sense of **community**. We seek people who share these ambitions and our approach by showing respect for every individual, being empathetic and creative, and demonstrating integrity in all aspects of their work.

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An exciting opportunity exists for a passionate and experienced Health Care Coordinator to be part of the North-West based support team at Inala. In this role you will be responsible for implementing and supporting medical and health care plans for our clients, support coordination & assisting clients to attend health and medical appointments. The successful applicant will have proven experience in the disability sector.

### Qualities

- Enthusiastic and positive
- Eager to engage, communicate and support our clients working within a team environment
- Embrace and connect with Inala's vision and core values
- Sense of humour, responsibility and initiative
- Flexible, strong and resilient in various challenging situations

### Responsibilities

- Implementing and supporting health care plans for clients
- Capacity to identify and manage risk to ensure safety for all
- Supporting clients to attend health and medical appointments
- Maintaining Individual daily notes for client activities and health updates
- Completing and maintaining any required report documentation as part of the support needs for our clients
- Positive communication & interaction with clients, families, carers, staff and other stakeholders

### Essential criteria

- Experience, ability and a commitment to enhancing the quality of life of persons with disabilities
- Commitment to the human-centred Ethos and approaches of Inala
- Current drivers licence
- Current First Aid certificate (or willingness to obtain one within three months of employment)
- Completion of the NDIS Online Workers Module

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- Full unrestricted working rights to work in Australia

## Desirable Criteria

- Experience in direct support assistance for persons with disabilities
- Familiarity with Steiner based Ethos and approaches
- Certificate 3 / 4 in Community Services or willingness to obtain one
- Familiarity with CIMSability (Client Management System) or similar
- Experience in providing positive behavioural support approaches

## Other information

Hours:	Permanent, Monday – Friday 9am-5pm
Location:	Cherrybrook
Reports to:	Accommodation Services Manager
Salary commensurate with skills and experience.	