

Position Vacant

First Nations Local Area Coordinator

We are seeking to employ a professional and values-aligned person to join our supportive and friendly team to assist us in delivering the Local Area Coordination Service on the Mid North Coast of NSW. A part-time position (30 hours per week) is available working at either our Kempsey or Port Macquarie office and working partly from home will be considered.

This is an identified position under Section 126 of the Anti-Discrimination Act 1977. This vacancy is open to, and applications will only be accepted from, people who identify as Australian Aboriginal and/or Torres Strait Islander peoples.

Closing Date

Applications must be received **before midday** on **Monday, 2nd December 2024**.

Who are we looking for?

Successful applicants for this position will be people who:

- are friendly, kind and positive people, with a can-do attitude
- not only want to meet expectations but want to exceed them
- are highly organised, efficient and effective
- are passionate about efficient, accurate administration and procedural compliance.

About Blue Sky Community Services

Blue Sky Community Services is a not-for-profit values-based community organisation. Our vision is to support people to thrive and to create communities where everyone belongs. Since 1975 we have been working in partnership with people and communities to achieve positive outcomes. We deliver a range of services that assist the people and communities we work with to thrive.

Our work environment is supportive and flexible, and our culture is positive and values based. We have organisational values that are lived workplace practices. At Blue Sky Community Services, we value optimism and innovation, integrity and respect, inclusion and diversity, and, connection and kindness.

We offer salary packaging, and invest in our staff's continuous learning and professional development journey.

We believe that the make-up of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to apply to work with us.

You can find out more about us, and our work, on our website at www.bluesky.org.au and by visiting our Facebook page.

Positional Criteria

Blue Sky Community Services is delivering the National Disability Insurance Scheme (NDIS) Local Area Coordination Service (LAC) in partnership with the National Disability Insurance Agency (NDIA). Our team provides Local Area Coordination services across the five Local Government Areas of Coffs Harbour, Bellingen, Nambucca Heads, Kempsey and Port Macquarie.

The First Nations Local Area Coordinator is part of the Local Area Coordination service and:

- supports First Nations and other eligible people with disability to access the NDIS and to implement their NDIS plan
- assists First Nations and other NDIS participants, their families and carers to identify and pursue goals that enable participants to live a good life
- builds the capacity of participants, their families and carers to exercise choice and control, and to manage their NDIS plan and lives as independently as possible
- builds the capacity of people with disability who are not eligible for the Scheme, their families, carers and broader circles of support to generate options and implement solutions, and to access other services and supports within the broader service system and community
- builds community capacity for greater inclusion of people with disability, and creates and utilises beneficial linkages within the community to expand options and possibilities for people with disability.
- provides information about community and mainstream supports, services and options, including First Nations specific services, assisting participants to explore options and connect with services.

How to Apply

To apply for this position, applicants must:

- complete the application form (downloadable from our website); applications that are received without a completed application form will not be considered
- email the completed application form and a current resume to recruitment@bluesky.org.au.

In responding to the criteria, applicants need to demonstrate how they fulfil the criteria of the position. Please note that applications that are received after the closing time will not be considered.

We want you to bring your best self to this application process. At Blue Sky, we are committed to supporting adjustments throughout the recruitment and selection process to ensure candidates can participate in the application, interview and assessment phases of the recruitment process. If you feel you may require an adjustment during the recruitment process, please contact our Inclusive Communities Manager at sarahmongan@bluesky.org.au or (02) 66 511788 to discuss.

Our Recruitment Process

Stage One: Application Assessment Stage

- All applications are assessed against the criteria.
- Applications that are not complete, or that do not satisfactorily address the criteria will not be considered for interview.
- Shortlisted applicants will be asked to proceed to the interview stage of the recruitment process.
- Applicants who are not selected to progress to the interview stage will be advised by email.

Stage Two: Interview Stage

- Applicants who are selected to progress to the interview stage will be contacted to arrange an interview date, time and location.
- At the interview, applicants will be asked questions to determine whether they are able to perform to a high standard within the role and to determine whether they are a good fit for the position, the organisation and our values.

Stage Three: Further Information Gathering Stage

- Following the interview applicants may be asked to complete online psychometric testing, to further determine suitability for the position.
- Following the interview, the organisation may contact the applicant's referees to further determine suitability for the position.
- Applicants may also be requested to attend a second interview.

Stage Four: Employment Stage

- Successful applicants will be contacted by the organisation to discuss employment possibilities.
- Unsuccessful applicants will be advised via email.
- Unfortunately, due to the volume of people who apply for our positions and want to work with us, we are unable to provide individual feedback to our applicants.