華人社區服務中心
Chinese Community Social Services Centre Limited
ACN 679 804 927 ABN 95 428 365 701

Job Vacancy

NDIS Support Coordinator

- **Part-time 23 hours per week, Fixed term 1 year contract position.**

About Us:

The Chinese Community Social Services Centre Limited (CCSSC) is committed to providing culturally responsive, high-quality community and residential care for elderly members of the Chinese-speaking community in Victoria. We also offer professional welfare services in migrant settlement and support for people with disabilities. Since 1992, we have been dedicated to delivering excellent care while respecting Chinese culture and traditions. We achieve our mission by attracting and retaining the best staff.

About the Role:

We are looking for an NDIS Support Coordinator to join our Community Aged Care & Disability Services team. You will guide clients through their NDIS plans, help them access the right services, and support their independence and personal goals. You will also provide advocacy and support clients in building skills to manage their own supports.

Key Responsibilities:

- Coordinate and implement NDIS plans tailored to each client's needs and goals.
- Support clients to understand and navigate their NDIS plans and use the NDIS portal.
- Identify and coordinate funded supports and mainstream services (e.g., GP, Centrelink, Medicare, DFFH).
- Manage budgets for funded supports and ensure clients maximise plan outcomes.
- Monitor client progress, update records, and prepare reports for the NDIA.
- Advocate for clients and support them to exercise their rights.
- Organise and attend care team meetings and liaise with stakeholders for smooth plan implementation.
- Maintain compliance with NDIS legislation, welfare, and internal policies, and suggest improvements to services.

Qualifications & Mandatory Requirements:

Essential

- Tertiary qualifications in Certificate III in Individual Support, Cert IV in Disability, Diploma of Community Services or Bachelor's degree in Social Work, Psychology, or Health
- Demonstrated understanding of the NDIS framework, participant plans, and support coordination functions
- Valid NDIS Worker Screening Check
- Current Working with Children Check card (Employee)
- Completion of the NDIS Worker Orientation Module
- Ability to provide 100 Points of Identification
- Current driver's licence and access to a vehicle (where required)

Skills, Knowledge & Experience

- Experience in NDIS Support Coordination, case management, or community-based services
- Ability to support participants to implement NDIS plans, build capacity, and exercise choice and control
- Experience coordinating services across NDIS-funded and mainstream systems
- Strong communication, organisation, documentation, and stakeholder engagement skills
- Understanding of and compliance with the NDIS Code of Conduct and NDIS Practice Standards

Why Join Us:

- Salary packaging options available to increase take-home pay.
- Supportive and inclusive workplace with opportunities for professional development.
- Work in a culturally rich environment serving the Chinese-Victorian community.
- Make a real difference in the lives of people with disabilities and migrants.

Before starting to work with us, you will need to undertake NDIS worker screening check, WWCC Employee card and International police check (if you have resided overseas for more than 12 months in the last 10 years). Offer of employment is subject to clearance of the Safety Screening process.

How to Apply

If this sounds like you, apply now together with your current Resume and Cover Letter.

For more information, please visit www.ccssc.org.au/join-us/careers for Position description.

Applications close on Thursday 19 February 2026.