Coordination and Management Roles

Do you:

* like to organise, manage and coordinate
* write and communicate well
* have management experience or previous experience in the sector

What do Coordination and Management workers do?

The day-to-day delivery of individual or group support in a home care, community or residential setting requires workers to manage and coordinate people and resources and ensure that each individual’s care and wider needs are met.

# Employers may refer to these roles as:

* Site Managers, Disability Services Managers and Regional Coordinators manage the overall priorities, staff and processes for a team or site. They often have previous experience in the area
* Lifestyle Coordinators/Officers, Service Coordinators, Disability Coordinators, Community Facilitators and Program Facilitators identify individual needs and preferences; plan, organise and coordinate activities and experiences; and develop, assess and review programs
* Activity Workers and Program Attendants – assist clients to participate in arranged activities

# Key attributes - employers often look for someone who:

* is able to organise tasks and people to meet timeframes
* has excellent written and verbal communication skills
* can use technology, and has computer and phone skills

# Skills and accreditations employers often require:

* current police check and Working with Vulnerable People clearance (varies between states)
* Managers may require some certification or an ability to demonstrate capability
* Lifestyle Coordinators usually require a Certificate IV in Leisure and Health