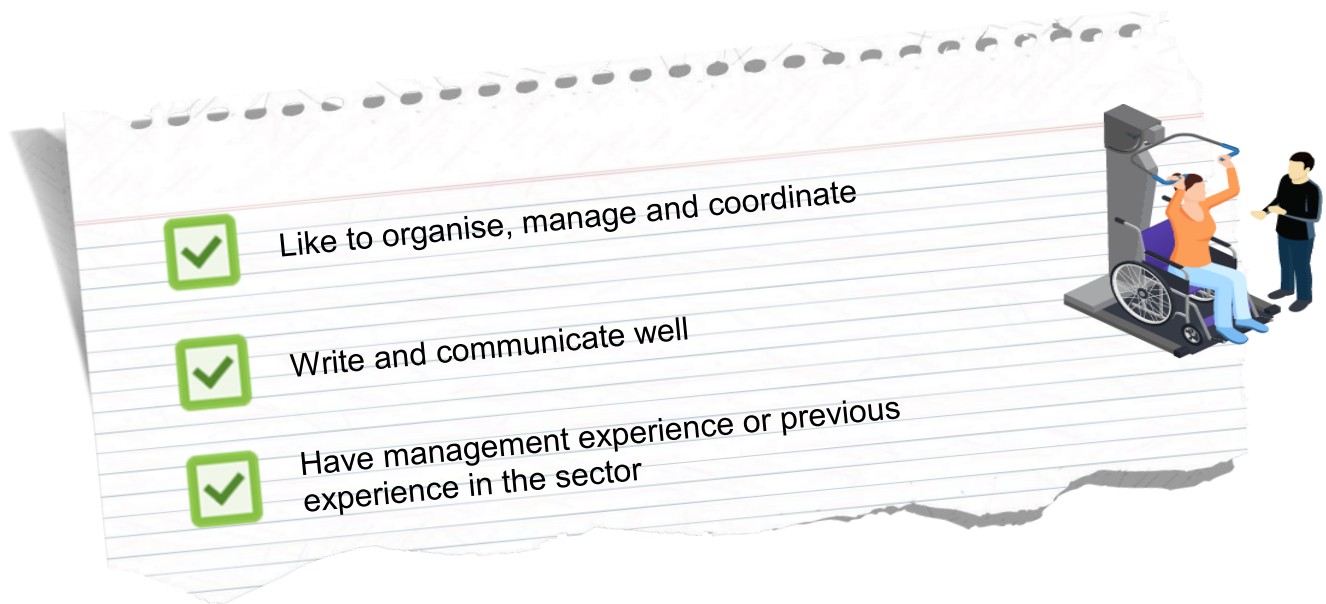


Coordination and Management Roles

Do you:



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

Sounds interesting?

Check out the key attributes and skills for the role below:

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