



Support and Services Co-ordinator

The Wilson Home Trust is looking for a Support and Services Co-ordinator to work with families with physically disabled children and collaborate and other organisations and service providers who support physically disabled children in the Trust's qualifying area, of the upper North Island.

We are looking for someone with previous experience in the disability sector, who is committed to helping improve the lives of children with physical disabilities and their families. This is a 35 to 40 hour per week role, with the opportunity to work remotely on occasion. Candidates must be available to work in the school holidays and available for occasional travel in the Upper North Island.

Key areas of responsibility include

- Provision of support and information to beneficiary families.
- Identification and prioritisation of beneficiary needs, and resources available to support these need.
- Building and management of relationships with key personnel within WHT qualifying area.
- Creation of communication and information materials for beneficiaries.
- Management of current beneficiary services and programmes.
- Development of new services and support initiatives to meet beneficiaries needs
- To manage and maintain a healthy and safe working environment

Skills and Experience

- Previous experience working in the disability sector or a parent, sibling or caregiver who has life experience in the physical disability sector.
- Knowledge and awareness of other organisations in the not for profit sector who support children with disabilities
- Database management experience
- Strong verbal and written communication skills
- Intermediate to senior level Microsoft Office experience, in particular MS Word, Powerpoint and Excel
- Digital marketing experience
- NZ drivers licence
- Ability to live and work in New Zealand
- Strong time management skills

Personal Attributes

- Shows initiative and is pro-active
- Excellent interpersonal skills

- Empathetic and sensitive to client needs
- Personal commitment to providing a culturally appropriate service
- Commitment to an effective team environment
- Ability to work with minimal supervision
- Adaptability and willingness to work flexibly
- Prioritizing skills and ability to work to multiple deadlines

Applications should be emailed to carolwhite@wilsonhometruster.org.nz and include a CV and cover letter.

Applications close on Friday March 29, 2019.