

Assurance HR Management

<https://assurancehr.com.au/job/nw-regional-services-coordinator-ndis/>

NW Regional Service Coordinator (NDIS)

Description

Make a meaningful impact with a community-first NDIS provider

Paramount Disability Support is a trusted provider of personalised, high-quality disability support services across North West Tasmania and beyond. We're passionate about empowering people with disability to live with dignity, choice, and independence. With strong community roots and a values-driven approach, we deliver a range of person-centred supports—from SIL and respite to community access, Club Paramount, and in-home care.

We're looking for an experienced and motivated NW Regional Services Coordinator to join our Devonport-based team and help us lead from the front.

Why Join Paramount Disability Support?

- Be part of a growing and respected NDIS Registered provider that values integrity, inclusion, and innovation.
- Lead a passionate and professional team delivering vital support to participants.
- Enjoy a varied and hands-on leadership role where your contribution drives real outcomes.
- Access career development and shape service delivery at a regional level.

About the Role

As NW Regional Services Coordinator, you'll oversee the day-to-day delivery of our support services across the North West region. This is a leadership role with a strong operational and relationship focus—no two days will be the same.

You'll support our frontline teams, liaise with participants and families, ensure compliance with National Disability Insurance Scheme (NDIS), as well as other relevant legislative and regulatory requirements and identify opportunities for service improvement.

This is a part-time position based in Devonport, with travel across the region as needed.

Responsibilities

- Lead, supervise and support frontline workers, team leaders and admin staff.
- Coordinate the delivery of high-quality, person-centred disability supports.
- Respond to service issues, incidents, and complaints in a timely and effective manner.
- Oversee rostering, workforce planning, onboarding, and compliance processes.

Hiring organization

Paramount Disability Support

Employment Type

Part-time

Beginning of employment

ASAP

Industry

NDIS

Job Location

Suite 2, 61A Best Street, 7310,
Devonport, Tasmania, Australia

Date posted

August 5, 2025

- Build positive relationships with participants, families, and external stakeholders.
- Monitor service performance, reporting, audits and continuous improvement initiatives.
- Contribute to regional budget oversight and support strategic planning at a local level.

About You

We're looking for someone who is collaborative, values-driven, and ready to make a difference. You'll bring:

- Experience in a coordination, supervisory or team leadership role within the disability or community services sector.
- Understanding of the NDIS framework, including Practice Standards and person-centred care.
- Strong interpersonal, communication, and problem-solving skills.
- The ability to lead with empathy, integrity and initiative.
- Relevant qualifications in Disability, Community Services, Social Work, or similar (preferred).

Qualifications

- Current Working with Vulnerable People (WWVP) registration
- First Aid Certificate
- National Police Check
- Driver Licence and comprehensive vehicle insurance
- Mental Health First Aid and Food Safety training (or willingness to obtain)

Job Benefits

- A meaningful, leadership-focused role in a growing NDIS registered organisation.
- A collaborative and supportive team culture.
- Career growth and opportunities to innovate.
- Flexibility and variety in your workday.
- The chance to directly influence the lives of people with disability in your community.

Contacts

To express your interest, submit your resume and a brief cover letter outlining your suitability via our website:

🔗 Apply Now by clicking “Apply Now”

Please indicate “NW Regional Services Coordinator – Paramount” in your cover letter.

For a confidential discussion about the role, contact **Adrian Clark – Principal & Senior HR/IR Consultant** on **0488 860 367**.