

Assurance HR Management

<https://assurancehr.com.au/job/nw-rostering-support-officer-ndis/>

NW Rostering Support Officer (NDIS)

Description

Help keep essential disability services running smoothly

At Paramount Disability Support, we provide high-quality, person-centered disability support services that empower people to live with dignity, choice, and independence. From supported independent living to respite, in-home support, and community programs, we deliver care that makes a real difference.

We're looking for a detail-oriented Rostering Support Officer to join our Devonport-based team in a part-time capacity. If you're organised, proactive, and thrive in a fast-paced environment, this could be the opportunity for you.

Why Join Us?

- Be part of a trusted NDIS provider making an impact across North West Tasmania.
- Support the efficient delivery of services that change lives every day.
- Enjoy a role where your organisational skills directly improve participant satisfaction.
- Join a supportive, values-driven team culture.

About the Role

In this role, you'll play a vital part in ensuring our participants receive the right support at the right time. You'll manage and coordinate rostering tasks, liaise with team leaders and field service coordinators, and ensure all shifts are accurate, compliant, and meet participant needs.

You'll also help with timesheets, public holiday coverage, and school holiday planning, while maintaining excellent communication with participants, families, and colleagues.

Responsibilities

- Build, update, and maintain rosters in line with funding and support needs.
- Ensure shifts are accurate and compliant with NDIS requirements.
- Process and verify timesheets, kilometres, and cancellations.
- Plan support coverage during public and school holiday periods.
- Liaise with staff, participants, and families to confirm arrangements.
- Maintain accurate documentation and generate reports as required.
- Collaborate with other team members to resolve rostering issues quickly.

Qualifications

We're looking for someone who is:

- Highly organised, detail-focused, and able to work to deadlines.
- Skilled in building positive relationships with participants, families, and staff.
- Able to work both independently and as part of a team.
- Proficient with Microsoft Office and comfortable using online rostering systems.
- Committed to maintaining confidentiality and high professional standards.

Hiring organization

Paramount Disability Support

Employment Type

Part-time

Industry

NDIS

Job Location

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

Date posted

August 13, 2025

Essential Requirements:

- Certificate II in Business Administration (or equivalent experience preferred)
- Working with Vulnerable People registration
- NDIS Worker Orientation Module
- National Police Check
- At least 1 year's experience in a similar administration or rostering role (preferably in the disability sector)



Job Benefits

What We Offer

- A part-time role with flexibility.
- A supportive and collaborative team culture.
- The opportunity to contribute to a service that truly makes a difference.
- Professional development opportunities.

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 Rostering Support Officer – Paramount" in your cover letter.