

1. Introduction

We are excited to hear from you and want to express our sincerest gratitude for your interest in joining our team at NXT Level Support. Your enthusiasm for becoming a part of our organisation and contributing positively to the lives of those we support is truly appreciated.

1.1 Applicant

Contact	Details
Name	
Address	
Phone	
Email	
Role Application	

2. Role Summaries

Please read the following role summaries to familiarise yourself with some of the responsibilities of the roles available within this organisation.

2.1 Plan Manager

An NDIS plan manager helps participants manage the financial side of their NDIS plan. They handle payments to the participant's service providers, manage invoices, keep track of their spending, and send regular updates. Plan managers are there to help participants make the most of their funding and ensure everything runs smoothly, so more time and energy can be spent focusing on their goals.

2.2 Support Worker

A disability support worker provides personalized care and emotional support to individuals with disabilities, helping them with daily activities, promoting independence, and supporting them in achieving their personal goals. They're dedicated to making a positive difference in their clients' lives, offering companionship, encouragement, and tailored support.

2.3 Administration Assistant

An administration assistant helps keep everything running smoothly. They handle scheduling, manage paperwork, assist with client inquiries, and support the team in delivering top-notch care and services. Their role is essential in ensuring that clients and staff have everything they need to succeed.

2.4 Support Coordinator

A support coordinator is the key liaison between clients and service providers; they play a pivotal role in understanding client requirements, tailoring support to meet individual needs, and ensuring the delivery of suitable services. Their responsibilities include empowering clients to make independent decisions by fostering an environment of choice and autonomy. Additionally, they coordinate with various service providers, evaluating progress towards goals, and collaboratively setting new objectives with clients.

3. Contact Summary

You can reach us via email. Please read the below instructions to ensure that your email can be easily identified and promptly responded to.

Email: admin@nxtlevelsupport.com.au

1. Subject line: NAME - position title - Expression of Interest.
2. Include your resume and cover letter within the email and ideal times that you would be available to receive a phone call.

If you have any questions, you can get in contact with us using the above listed email address. Alternatively, you can call us on 0455 246 837.

Thank you once again. We will be in touch with you shortly.