

NDIS CLAIMS OFFICER

- Leading Disability Support Services Provider
- Not For Profit - Salary Packaging
- Rewarding & Meaningful Career

ABOUT

Encompass Community Services is a not-for-profit organisation committed to promoting equality and universal opportunity for all.

For 36 years Encompass have been a customer service leaders in delivering supports and we pride ourselves in shaping sustainable local communities.

Our aim is to end damaging stigmas and stereotypes; open doors of opportunities for all people – whatever background, whatever ability.

THE ROLE

The NDIS Claims Officer is responsible for claiming payment from the NDIS for services provided to participants in the program area in accordance with the service agreements in place, the Claims Officer will ensure efficient and ethical practice.

Supporting the management, staff and participants of Encompass Community Services with all administrative tasks required, while presenting a positive friendly and the professional manner at all times.

BENEFITS

- Not for-Profit, salary packaging options
- Annual leave, leave loading
- Employment assistance program
- Internal career pathway opportunities

MAIN DUTIES & RESPONSIBILITIES

- Process claims via the NDIS portal and other portals as required.
- Report any problems with claims processing and gain assistance as needed. Prepare data for the creation of invoices for service delivery.

Address: Encompass Community Services Inc. 79 Gheringhap St, Geelong 3220

Phone: (03) 5222 3377 | **Email:** info@encompass-cs.org.au

Website: www.encompass-cs.org.au

ABN: 93 483 436 215 | **Incorporation Number:** A0018610J

- Perform a range of routine general office duties of a clerical support nature as required.
- Accurate data entry for invoicing of participants and clients.
- Accurate typing of documents and circulate information as required by Manager.
- Preparation of reports as required and participate in relevant meetings.
- Assist participants with inquiries and requests as directed by the Manager. Complete tasks relating to ingoing and outgoing funds including petty cash, fees and activities.
- Attend divisional staff meetings, participant planning meetings and organisational meetings as required.
- Work collaboratively with all members of the team and other departments of Encompass.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Full Australian working rights & Victorian Drivers Licence.
- NDIS Workers Screening Check and Working with Children Check (or willingness to obtain).
- Evidence of COVID-19 vaccination status inclusive of booster.
- Previous experience as a NDIS claims officer (highly regarded)
- Relevant administration experience in operating an office or reception setting and previous data entry and data base use.
- Knowledge of and understanding of the NDIS Quality and Safeguards Commission
- Understanding of the NDIS provider portal and Visual Care (highly regarded)
- Previous experience within the disability services sector (highly regarded)

INTERESTED?

Click apply now or email your resume and an accompanying covering letter addressing your experience to careers@encompass-cs.org.au by close of business **Tuesday, 31st May 2022**.

For a position description or more information about employment opportunities at Encompass Community Services, visit: www.encompass-cs.org.au/join/

Encompass Community Services prides themselves on being an equal opportunity employer which values equal opportunity, fairness and enjoys a diverse and inclusive workforce.

Encompass Community Services welcomes and encourages applications from people with a disability, Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds.

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Encompass Community Services provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law. In addition, Encompass Community Services will provide reasonable adjustments for qualified individuals with disabilities.

Encompass Community Services is committed to providing a safe and friendly environment for children and young people.

Encompass Community Services respectfully acknowledges and celebrates the Traditional Owners of the lands throughout Victoria and pays its respects to their Elders, children and young people of past, current and future generations.

