

## Individual Social Support and Intake Coordinator – Part time

**Flexible, friendly working environment, above award conditions.**

- *Are you passionate about supporting older people to live their best lives?*
- *Do you want to join a supportive team to help shape the future of aged services?*
- *Do you want to work for a highly regarded and vibrant community organisation?*

Newtown Neighbourhood Centre (NNC) is looking to recruit an Individual Social Support and Intake Coordinator to join our Aged Services Team. In this newly created role, you will be the central point of intake for all new referrals to NNC Aged care services and will also coordinate a small individual social support program. This is a great opportunity at an exciting time in Aged Care services.

### **We are looking for someone who has:**

- Commitment to the values of Newtown Neighbourhood Centre.
- Relevant Tertiary qualifications and/or minimum 3 years experience working in a human services role.
- Demonstrated experience in conducting assessments for older people and/or other vulnerable communities.
- Demonstrated capacity to manage, support and coordinate a team of volunteers.
- Good written and verbal communications skills.
- Demonstrated experience working with a range of IT systems, including knowledge of the My Aged Care service portal.
- Demonstrated understanding of Cultural Safety issues and diversity
- Commitment to ensuring the highest levels of health and safety for staff, volunteers and clients
- A current driver's licence and safe driving record

### **About the Opportunity**

- Part time role – 21 hours per week to be worked across 3-4 days
- Above award conditions and pay, based on a 35-hour working week, plus salary packaging, additional leave and flexitime arrangements available
- Flexibility to work part of the week from home (up to 40% of time and subject to operational requirements of the program)
- Classified at Level 5 under the SCHADS Award
- The opportunity to work with an organisation that has a great reputation in a vibrant local community in the heart of the inner west of Sydney.

### **Interested in applying for the role?**

Click on the link in this advertisement to download a detailed *Position Description*, or visit our website at <https://www.newtowncentre.org/job-vacancies.html>

For specific enquiries, please contact Jacqui Oong, Manager Aged Services on 0493-322-889.

Please provide the following information in your application:

- Current CV
- A statement specifically addressing each of the selection criteria as outlined in the *Position Description*

- Details of at least two referees who can attest to your skills and experience - include their name, contact details and position/company, and their relationship to you.

Apply online through the Ethical Jobs portal or email your application to [recruitment@newtowncentre.org](mailto:recruitment@newtowncentre.org) by 5pm Wednesday 30<sup>th</sup> November 2022.