



## Social Support Group Coordinator – Full/Part time (28-35 hours per week)

**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 located in a lovely, newly renovated workspace?*

Newtown Neighbourhood Centre (NNC) is seeking to recruit a Social Support Group Coordinator to join our Aged Services Team. In this newly created role, you will work with a small team of Group Assistants to coordinate a range of new and existing Social Support Groups designed for older people living in the Inner West. This is a great opportunity at an exciting time in Aged Care services and you will have lots of scope to expand and develop new activities.

**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 the planning, implementation and evaluation of a range of group programs
- Demonstrated capacity to manage, support and coordinate a small team of staff and 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.
- Experience working collaboratively with a range of stakeholders including volunteers and other community service organisations.
- Demonstrated understanding of cultural safety issues and diversity
- Commitment to ensuring highest levels of health and safety for staff, volunteers and clients
- A current driver's licence and safe driving record
  
- Ability to speak a community language (eg Greek) will be highly regarded

### **About the Opportunity**

- Available as full/part time role – 28 - 35 hours per week to be worked across 4-5 days
- Above award conditions and pay, based on a 35-hour working week, plus salary packaging, additional leave and flextime arrangements available
- Flexibility to work part of the week from home (up to 40% of time, in line with 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.



Please submit your written application to [jacqui@newtowncentre.org](mailto:jacqui@newtowncentre.org) as soon as possible.  
**Suitable applicants will be contacted and interviewed immediately and no closing date will apply.**