

Home Care Package Scheduler

This is a part-time position at 21 hours per week.

- Be part of a collaborative community based Organisation
- Competitive Remuneration Package including above Award conditions

We are a community based Organisation with an established presence in the City of Canterbury Bankstown and Inner West Council area since 1972. We have a strong commitment to social justice and work closely with the communities in the Inner West and South West to improve access to services and quality of life of local residents.

We are expanding and have an exciting opportunity for a suitable candidate to provide Scheduling support within our Home Care Package service.

You will need relevant qualifications and / or experience in Office administration, computer skills and experience or knowledge of the community sector and an empathy and understanding of issues affecting frail older people. For the full Selection Criteria please see Position Description.

Our Office is based in the culturally diverse suburb of Lakemba, close to Public Transport and some of the best restaurants Sydney has to offer.

If you would like a position in a busy and dynamic workplace and genuinely enjoy working with people, then please consider applying.

Further Information to Gina Gericke, Home Care Coordinator, Canterbury City Community Centre on 9750 9344.

Applications must be in writing and address the essential and desirable criteria contained within the Position Description and be accompanied by a Resume and details of referees. Applications can be forwarded in Confidence to

Gina Gericke
Home Care Coordinator
Canterbury City Community Centre
PO Box 66
Lakemba NSW 2195

or

homecare@4cs.org.au

Applications close 5pm Monday 7 December 2020. Interviews for short listed candidates will be held on Wednesday 16 December 2020.