

## Home Care Team Leader

Northern Settlement Services Ltd  
Newcastle, Maitland & Hunter

### About the role

Working closely with the Manager Home Care Services, you will be responsible for assisting with managing the Home Care team consisting of care coordinators, home care support staff and schedulers. You will support the team to ensure the smooth running of the service. You will assist with onboarding and liaising with staff, arranging education and supporting and mentoring care support staff. You will also play an important role in assisting the service to maintain compliance with the Aged Care Quality Standards. This position will also hold a small caseload, which will require some coordination and servicing of home care package clients.

This position would suit an experienced Coordinator that is looking to progress their aged career towards a management or supervisory level position. NSS are able to support you in your career progression.

At NSS we offer an opportunity to share in our mission to assist clients from a non English speaking background to be supported to remain in their community and to receive quality services. We also offer employees benefits such as ongoing education, competitive remuneration and salary sacrifice packaging.

### To join this high performing team you will have:

- Certificate 4 in Community Care or equivalent experience or qualification.
- Experience in a similar Coordinator or team leader role within the industry
- High level organisation skills, with the ability to meet the needs and goals of a diverse group of clients from a range of social and cultural backgrounds;
- Have experience working with CALD clients (*this is desirable but not essential*);
- Excellent interpersonal skills; and
- Strong computer literacy, including proficiency in the Microsoft Office suite
- Be willing to share after hours on call services.

### You will be required to have/provide the following:

- Copy of current and valid Driver's Licence
- Current Criminal History Check and
- Working with Children Check (or willing to undertake these checks).
- Current First Aid Certificate.
- Willing to be fully vaccinated against COVID 19 and Influenza

### Diversity Statement

NSS is committed to promoting social inclusion and productive diversity, including by seeking diversity within our workforce. We encourage and welcome applications from diverse community groups and ages including people from CALD backgrounds. NSS adheres to the principles of equal employment opportunity. For further information about NSS, please go to [www.nsservices.com.au](http://www.nsservices.com.au).

## **How to Apply**

All applications will be managed via SEEK. Applications will close COB, Friday 28th November 2021. Due to the high volume of applications received for previously advertised positions, only those candidates who are shortlisted will be contacted.

Prior to an offer of employment being made, candidates will be required to undertake relevant background checks including a Criminal History Check.

For any enquiries about the position, please contact Toni Gemmell: [t.gemmell@nsservices.com.au](mailto:t.gemmell@nsservices.com.au) or [\(02\) 49693399](tel:(02)49693399)