

Home Care Coordinator – Permanent Part Time - Newcastle

Are you an experienced home care professional looking to continue your career with a professional and supportive Company?

NSS has an opportunity for a permanent Part Time (28 hours per week) Home Care Coordinator located at our Newcastle (Hamilton Office).

About us

Northern Settlement Services Ltd (NSS) is a not for profit organisation providing a range of services in the areas of settlement, aged care, youth and vulnerable families across the Hunter, Central Coast and New England regions of NSW.

It is our mission to be the leading regional organisation working with culturally and linguistically diverse (CALD) individuals, families and communities, by providing services that strengthen and inspire people in an environment that is culturally sensitive and responsive to their needs and goals. We have a dedicated Aged Care Team that provides home care and Commonwealth Home Support services in Newcastle and the Central Coast to people aged over 65 years from CALD backgrounds.

About the role

The Home Care Coordinator coordinates and case manages the delivery of Home Care packages for NSS clients. This position is responsible for completing in-home assessments of a client's needs, developing care plans in consultation with clients and implementing aged care services in a timely and effective manner to meet the client's needs and goals within the Home Care Package budget. You will ensure that the service is complying with the Aged Care Quality Standards, and you will also provide support and mentoring to care support staff.

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:

- A Certificate 3 or Cert 4 in individual support or equivalent qualification or experience.
- Experience in a similar Coordinator 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
- 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;
- Current First Aid Certificate;
- Reliable motor vehicle with registration and comprehensive insurance; and
- Working with Children Check.
- 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.

How to Apply

All applications will be managed via SEEK. Applications will close COB, Friday 17th December 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 Human Resources at nss@nsservices.com.au or (02) 4969 3399.