

Home Modification and Maintenance Service Coordinator

CORE Community Services is a large not for profit organisation which supports all ages and needs within our communities.

We have an exciting opportunity for an experienced Occupational Therapist Service Coordinator to join CORE Community Service as the Home Modification and Home Maintenance (HMM) Service Coordinator based in South Western Sydney.

Reporting to the Aged and Disability Service Manager, this role is responsible for the delivery of home maintenance and modifications to ensure clients can remain living in a safe home environment. This position is also responsible for the management of a team of the home modification and maintenance.

Selection Criteria

To be considered for this position, you must have proven experience in the following areas:-

Essential

- Degree in Occupational Therapy
- Eligible for full registration and authority to practice as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)
- At least four years' experience in conducting assessment and referral for home modifications and equipment prescription
- Demonstrated understanding of issues affecting CALD communities and the impact this has on older people and people with disabilities
- Demonstrated experience in coordinating services or programs and staff management and support
- Experience in managing budgets
- Good computer skills and experience in using Office applications such as Word, Outlook, Excel, Internet Explorer
- Highly developed interpersonal skills
- Highly developed written and verbal communication skills, with emphasis on written documentation as well as verbal communication – being culturally appropriate and tailored according to the client's needs
- Excellent time management, well organized and ability to multi-task
- Successfully Undertake a National Police Check
- Working Rights in Australia
- Full NSW Driver's License
- Current First aid certificate

Desirable

- Understanding of Commonwealth Home Support Program
- Prior experience in the NFP/ community sector

On Offer:

A generous remuneration package includes salary (excluding super), a company vehicle, a mobile phone, laptop, as well as the opportunity to salary sacrifice.

How to Apply:

Please email your covering letter, CV, and a statement addressing each of the Selection Criteria to recruitment@corecs.org.au.

You will be required to clear probity checks including National Criminal History Check, NSW Working With Children Check, hold a NSW Driver's License and have working rights in Australia.