



Home Care Specialist

- Contribute to the improvement of service delivery in the ageing community
- Based in Liverpool and working with clients across the Sydney Metro
- Full time opportunity

About Us

CatholicCare Sydney is the official social services agency of the Catholic Church in the Archdiocese of Sydney. We are a leading not-for-profit agency providing care and support to people in Sydney across a wide range of social services: Children and families, relationships, ageing, disability, employment, mental health and youth programs.

About the Role

The Home Care Specialist will work closely with our clients in our Home Care division to coordinate services, support and improve service delivery. This role will also focus on the management of new and existing relationships as well as the promotion of CatholicCare's services to the community.

The Home Care Specialist will work with the Home Care team, including the management team, Support Advisors, Allied Health, Scheduling team and Community Support Workers to meet the current and future needs of clients.

What We Are Looking For

Critical to this role is your relevant experience and comprehensive knowledge of Aged Care Industry Regulations and standards, and knowledge of community support services available to clients.

Also essential are your strong customer service skills and demonstrated experience in sales and promotion of services in various environments, including community presentations. You will be required to have excellent verbal/written communication skills as well as relationship building skills. You also need to be able to organise, plan and manage a varied workload in a fast paced environment and be able to adapt to changing environments.

You will need to be able to work independently and work remotely across different locations in Sydney. A current Driver's Licence and access to a registered vehicle is a requirement of this role.

Relevant qualifications required for this role:

- Social Work
- Registered Nurse or Enrolled Nurse
- Diploma of Management or case management

The position description and selection criteria for this role can be accessed in [Jobs at CatholicCare](#).

What Can We Offer You?

- CatholicCare provides generous leave entitlements such as paid parental leave and study leave
- An Employee Assistance Program – this is a free and confidential counselling service
- Access to salary packaging – this allows you to have a proportion of your income tax-free and may increase your take-home pay.
- Flexible working arrangements

How to Apply

After reviewing the selection criteria, please email jobs@catholiccare.org the following:

- a brief letter addressing the selection criteria, describing how your skills, work experience, qualifications/training and personal attributes match each of the selection criteria; and
- a brief resume.

(Applications that do not address the selection criteria or provide a resume only may not be considered).

Applications for this role close 4.00pm on Friday 21 June 2019

Need More Information?

Contact on Illy Tohi on 02 8778 4222 or illy.tohi@catholiccare.org

CatholicCare requires the preferred applicant to undertake a National Criminal History Record Check prior to employment.