



## **Clinical Therapies Coordinator**

- Contribute to the improvement of service delivery in the ageing community
- Be a part of a growing team in our Home Care division
- Part 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 Clinical Therapies Coordinator is responsible for working with our clients and their families and carers to co-ordinate clinical services and supports. It will require a high level focus on delivery of customer centric care and relationship management.

This role will work closely with Executive Manager of Clinical therapies and the broader Home Care team to provide a seamless clinical service to clients.

**This is a part time opportunity and is located at our Liverpool site.**

### **About You**

To ensure high quality support to our program and clients, applicants are required to hold qualifications in an Allied Health speciality or Social, including registration/membership to an appropriate/professional body. Also required is your knowledge of NDIS and the Aged Care Industry Regulations and standards.

To be an ideal fit for this role, you will need to be a team player, as well as have excellent communication skills, strong customer service skills and the ability to negotiate with internal and external stakeholders. You will also require experience in responding to issues in a resource efficient and timely manner.

Also essential to this role is your ability to undertake the duties of this role in accordance with CatholicCare's Mission, Vision and Values.

To be applicable for this role, you will need a current NSW Drivers Licence and access to a registered vehicle.

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.

### How to apply

After reviewing the selection criteria please email [jobs@catholiccare.org](mailto: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 close 4.00 pm on 30 August 2019.**

### Need more information?

Contact Michelle Hughes, Executive Manager, 0438 184 187

*CatholicCare requires the preferred applicant to undertake a National Criminal History Record Check prior to employment and will also require a Working with Children Check.*