



Intake Coordinator

- Help to improve the quality of life of our Senior community
- Part time role (5 days – 30.4 hours per week)
- Located in Liverpool

About the Role

We are looking for a driven and proactive Intake Coordinator to join our Home Care team. In this rewarding new role, the Intake Coordinator will work alongside Seniors of the community who need support and guidance towards gaining their independence and improving their quality of life. You will be providing your expert advice, making assessments and going to home visits to resolve the challenges they may be facing in their daily lives.

This is a part time opportunity, and is located at our Liverpool site. Travel within Sydney's South West and Inner West will be required from time to time.

About You

To be a suitable candidate for this role, you will require:

- The ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values
- Strong knowledge of the current Ageing sector and adequate understanding of NDIS and/or Child and Family services
- Excellent and demonstrated client service skills and case management focus
- Consultative selling skills that are in line with CatholicCare's values
- High level of attention to detail and organisational skills
- Strong IT skills, including data entry, database experience and ability to learn new systems
- Strong verbal and digital communication skills along with active listening
- Strong problem solving skills
- Ability to engage and adapt to different personality types

To be applicable for this role, you will also require a current NSW Driver's Licence and access to a motor vehicle (allowance provided).

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 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 5pm on 13th December 2019

Need More Information?

Contact Illy Tohi, Executive Manager on 0455 994 486.

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.

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