



## **Staff Development Coordinator**

- Be a part of a dynamic and supportive team!
- Experience and knowledge of Aged Care is required
- Full time opportunity

### **About the Role**

The Staff Development Co-ordinator will assist to support, train and develop the Community Support Workers and Volunteers in the Home Care team. Part of your responsibilities include taking care of day-to-day enquiries, facilitating team meetings, performing administrative duties and running project management activities to help maximise the efficiency and performance of the Home Care team.

You will work with and support the Senior Manager, Staff Development and the Home Care team to ensure that our Community Support Workers and Volunteers are in place and equipped to meet the current and future needs of our clients.

**This is a full-time opportunity and is located in CatholicCare's Liverpool site.**

### **What We Are Looking For**

Required for this role is a Certificate IV in Training and Assessment qualification and demonstrated knowledge of Aged Care, including related regulations, service delivery models and legislation. You will also require the ability to manage and coordinate a large team of workers and volunteers.

We are looking for a team player who is proactive and an excellent communicator. Also important to this role are your strong administrative, organisational and problem solving skills.

Desirable for this role:

- Experience in managing or co-ordinating a team of workers
- Experience in developing training resources and delivering training programs
- Experience in scheduling and/or Award interpretation
- Proficiency in the MS Office Suite

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 for this role close 4.00pm on 6<sup>th</sup> January 2020**

### Need More Information?

Contact Sue Morgan on 0438 615 711.

### 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.*