

## SITUATIONS VACANT

### Coordinator- Relief work

Jigalong Daycentre

East Pilbara Independence Support Inc provides Home & Community Care services in the Town of Jigalong. Services are available to people who are frail aged, people with disabilities and their carers.

East Pilbara Independence Support Inc is seeking an exceptionally multi-skilled and suitably qualified individual to join our team to reside in Jigalong and to ensure an effective and efficient service provision to our Jigalong Clients.

East Pilbara Independence Support Inc is offering this position as Full-Time (37.5 hours per week) who reports directly to the Operations Manager. Housing is supplied, as well as private use of the company vehicle and flights will be paid for. **This is a relief remote position from December 2010, with a possible extension to January 2011.** The hourly rate of pay is \$28.00 per hour and there is also a district allowance of \$1.067 per hour.

#### The Role:

#### Duties of this position include:

- Case Planning, provide Domestic Assistance, Social Support, Personal Care, Transport, Centre Based Day Care and assessing Client needs
- Ensuring Occupational Health and Safety requirements are met
- Administration Duties, including statistical reporting, filing, faxing, correspondence
- Prepare meals, menu plans, and purchase/order food, store, serve and deliver meals to Clients according to Clients' dietary needs and health needs
- Where appropriate, assist Clients to integrate into the community by taking them to group activities
- Other duties as requested by the Manager

#### The successful applicant requires:

- Demonstrated skills in managing information in a professional discreet and confidential manner
- Ability to manage time, work output and set priorities
- A strong commitment to working with frail aged and younger people with disabilities
- A strong commitment to Occupation Health and Safety
- Excellent verbal and written communication skills
- Intermediate Computer Skills
- Current Police Clearance
- Working With Children Check
- "C" Class License (applicant should be willing to obtain an LR License)
- "F" Class License
- Current Senior First Aid (or willing to obtain)

For more information about this position please contact Christina Deas 9175 9905.

#### How to apply:

Applicants are requested to forward their resume including previous work experience, at least two work references, qualifications, contact details and a letter outlining your suitability and preferred working hours to Christina Deas Human Resources Officer, PO Box 624, Newman WA 6753 or alternatively via email at [christina.epis@bigpond.com](mailto:christina.epis@bigpond.com)



**East Pilbara Independence Support Inc**