



<https://www.relativecare.com.au/job/support-worker-administration-assistant/>

Support Worker/Administration Assistant

Description

Point Clare, Gosford & Central Coast NSW

Aged & Disability Support (Community Services & Development)

We have a great opportunity for a dynamic and motivated person to join our team on a full-time basis. You will work with our NDIS and Aged Care customers in the community and our customers' homes as a Support Worker and in the office as an Administration Assistant.

The role:

Support Worker

- Complete services as per customers' requests within their homes and surrounding communities
- Personal care and daily hygiene activities
- Domestic Assistance
- Supporting customers in attending medical appointments
- Meal preparation
- Facilitate community inclusion and participation
- Maintain appropriate customer records

Administration Assistant

- Reception Services – including but not limited to incoming telephone calls; incoming and outgoing mail; general office housekeeping; attending to visitors to the office
- Administrative Support Services – including but not limited to Preparing information packs; Organise promotional material; Preparing and maintaining files; Providing administrative support to Office Manager; Conducting surveys
- Comply with all Relative Care Policies and Procedures
- Contribute positively to Relative Care.

To be considered for this role, you will need:

- Preferred previous experience working within the NDIS and Aged Care sectors and a strong understanding of NDIS practices and processes
- Qualification relevant to the industry Certificate III or Certificate IV in Individual Support/Disability Work/Community services or similar or working towards
- Excellent organisation skills with the ability to be flexible, multi-task and prioritise
- Excellent interpersonal communication (listening, written and verbal)
- Willingness to undergo a National Police Check and other industry requirements

Hiring organization

Relative Care

Employment Type

Full-time

Job Location

Central Coast, NSW

Working Hours

\$55,000 – \$65,000 per year

Date posted

June 23, 2023

- Drivers Licence
- First Aid/CPR
- Working with Children Check
- NDIS Workers Screener Card

What we offer:

- Attractive Salary Package
- Employee Assistance Program
- Strong, values-based work culture with ongoing career pathways and continual upskilling

Who'll you be working for

Relative Care provides quality, personalised care and companionship for people with disability and older Australians living in their own homes to help empower their independence and improve their quality of life. We are committed to delivering innovative, person-centred services that focus on each person's needs and goals.

Relative Care is located in Point Clare (Central Coast), where you will work as the Administration Assistant part of this Role. In the Support Worker role, you will be working in the community and in our customer's homes around Point Clare.

Please note that only candidates shortlisted for interviews will be contacted.