

Position: Coordinator – Aged and Community Transport

Closing date: 5pm Friday 18 April 2025.

Your application should include the following items:

<p>Cover letter: Please include a cover letter stating your claim to the position. This letter should not be more than one page in length.</p>
<p>Selection Criteria All applicants <u>must include</u> a statement addressing the Selection Criteria with their application noted on page 2 of this Application Guide, of no more than 2 pages in length.</p> <p>Position Selection Criteria is the first document a selection panel reads to assess your suitability for the job. If you do not respond to the selection criteria in your application, you will not be interviewed — no matter how qualified or experienced you are.</p> <p>The Selection Criteria are standards that job applicants need to meet. These include qualifications, knowledge, skills, abilities and experience.</p>
<p>Application for employment form: Download and complete the Application for Employment form from Valmar’s Website: https://www.valmar.com.au/careers</p>
<p>Other supporting Information: You may wish to attach copies of other information to assist your application. Please do not send originals or folders.</p>
<p>Contact details: Please ensure you include daytime phone contact details.</p>
<p>Referees: Please supply the names and contact telephone numbers of two current employment related referees who may be asked to verify the information provided in your application and interview.</p>

Further Information:

If you would like further information on this position, please contact the Manager, Community and Aged Transport, Elizabeth Smart on 0407977102 or via email at: ElizabethSmart@valmar.com.au

SUMMARY OF ROLE:

POSITION: Coordinator – Aged and Community Transport

SERVICE: Aged and Community Transport

SERVICE AREA: Yass and surrounding areas (Eastern region)

LOCATION: Yass, NSW

Responsible for:

The role is responsible for developing and enhancing the delivery of Aged and Community Transport services and building organisational capacity and capability for Yass Aged and Community Transport.

The role also has responsibility for the day to day running of the service, encompassing the direction and rostering of staff and volunteers, arranging and responding to person-centred plans (PCPs) for participants; ensuring enablement and wellness approach through service provision; liaising and negotiating with participants, their supporters, and internal and external stakeholders; ensuring that the service operates within procedural and budgetary guidelines; and entering tracking and reporting outputs for all Aged and Community Transport services.

Responsible to:

Manager, Aged and Community Transport

Selection Criteria:

- Hold a Certificate III, or is working towards a minimum Certificate IV in a related field, other substantial and significant relevant industry qualifications or other appropriate post-secondary tertiary qualifications.
- Experience and ability in working with frail aged and transport disadvantaged clients, or appropriate and applicable experience in a similar field.
- Ability to negotiate with clients, families and support services.
- Sound judgement and capable of making appropriate decision independently.
- Conflict resolution skills and can undertake complex problem resolution in relation to staffing and program delivery.
- Capable of prioritising work with established routines, methods and procedures.
- Sound knowledge of the Aged Care and Transport for NSW industry standards.
- Capable of managing physical aspects of working with people with high level support needs, including lifting and transferring people.
- Well-developed communication skills, including ability to write documents and communicate workplace reports clearly, concisely and in a professional manner.
- Financial and staff management skills.
- Well-developed computer skills in Microsoft Business applications.
- Current Australian drivers licence.
- Current first aid certificate, or be willing to obtain.

Selection Process:

- Interviews

Applicants selected for an interview will normally be contacted within a fortnight of the closing date for applications.

- Scoring system

Valmar Support Services Ltd. uses an application and interview scoring system. In the selection process these factors will be taken into consideration

- The presentation and content of your written application
- Relevant experience and qualifications
- Your work record of achievement in positions with similar criteria
- Your referees' reports
- An understanding of working with people with a disability
- Qualities that indicate suitability to the position
- Personal presentation at the interview

- Probationary period

A six (6) month probationary period applies.

- Worker Screening check:

Ongoing employment with the service will depend upon the results of a NDIS Worker Screening check.

Submitting your application:

All applications must be submitted via SEEK. To assist with your application, please visit www.valmar.com.au/careers, and navigate to the Careers page, where you will find the Application guide and Selection Criteria.

If you are shortlisted for an interview, you will be asked to download and complete the employment application form, which must then be submitted via email.

We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and are committed to creating a culturally safe and inclusive workplace.

Conditions of employment:

Position title:	Coordinator – Aged and Community Transport
Grading:	Band 1 Coordinator Level C
Salary:	\$46.70 per hour. A vehicle will be provided.
Allowances:	As per the National Employment Standards and the Valmar Support Services Enterprise Agreement (EA) 2016.
Agreement:	Valmar Support Services Ltd Enterprise Agreement 2016
Hours of work:	Full-time – 38 hours per week or 76 hours per fortnight