

Position Vacant Transport Coordinator – South Port Day Links

About Us

South Port Day Links (SPDL) is an innovative community service provider that has been operating for 29 years.

Through utilising the skills of volunteers, provides access to older people, people with disabilities and those that care for them, to services that aim to maintain everyday living and overcome social isolation.

Key Responsibilities of the Position

- Transport Scheduling
- Client Assessment and Support
- Records Management
- Fleet Management
- Operate DayLinks within Relevant Policies and Procedures.

Award and Conditions

As per Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010, Level 3.4 \$56,474 pro rata, \$28.56 per hour, plus salary packaging.

Hours

The incumbent in the role will need to be available to work Monday to Friday 1.00 to 5 p.m. 20 hours per week.

How to Apply

To apply for the position, visit our website at www.spdl.org.au, to view the position description. You will need to briefly address the key selection criteria in your cover letter as detailed and include a copy of your resume.

Email applications to robm@spdl.org.au subject titled **Application Transport Coordinator**

Key Selection Criteria

- Relevant qualifications and or experience in community services, aged care, administration or related discipline
- Experience and application of I.T. skills in the workplace, demonstrated ability to learn and apply new software packages
- An understanding of working with and supporting volunteers
- Ability to work with older people, people with a disability and their carers
- Excellent administration and time management skills

Applications that do not briefly address the key selection criteria will not be considered for the role.

For more information about the position please contact Robert Menzies General Manager South Port Day Links on 9646 6362.

Applications Close Sunday 24 September 2017