

INTERNAL & EXTERNAL ADVERTISEMENT



Home Care Administration Support Officer

Campus base negotiable

Casual Employment

Applications are invited for a Home Care Administration Support Officer vacancy to join our efficient and caring team in Donald Campus on a casual basis to assist with leave coverage.

The Home Care Administration Support Officer will assist the Home Care Coordinator in providing a highly skilled and timely response to service requests and stakeholders.

Candidates must be able to demonstrate excellent organisational and time management skills and be able to prioritise tasks as you assist with the coordination of services, management rosters and preparation of time sheets. A key component of the role is to coordinate the Meals on Wheels Program on a daily basis.

Campus base can be negotiated however the initial training will be provided at our Donald Campus.

A **position description** can be viewed on the EWHS Intranet at *HR > Position Descriptions > Director of Primary Care > Community Health > [Home Care Administration Support Officer](#)*

Enquiries to: Daisy Kaur, Home Care Coordinator, PH 03 5478 6244 or email daisy.kaur@ewhs.org.au

To apply: An internal job application form (*Intranet: Forms > Forms – Human Resources > HR – Forms > [HR-027 Job Application Form-Internal Applicants](#)*) is to be submitted to the Human Resource Department via email applications@ewhs.org.au

Applications close: 5.00pm Sunday 03 November 2024

All appointments are subject to a satisfactory police records check, Victorian 'Employee' Working with Children check and immunisation clearance (including annual influenza immunisation and 3 doses of immunisation against COVID-19).

All employees must be willing and able to wear Personal Protective Equipment (PPE) when required.

EWHS is an equal opportunity employer and encourages applications from people of all Abilities, Aboriginal and Torres Strait Islander People, CALD community, people of all Genders and LGBTIQ+ Community.

Cultivating Healthy Communities