

Advert./Public Notice

Murrindindi Shire Council
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Date: 9 December, 2009

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Contact Person Corrienne Nichols



Advert:

Assessment Officer/Care Co-ordinator
Salary Band 6 Local Government Award 38 hours per week
Maternity Relief position

We are looking to recruit a motivated and enthusiastic qualified Assessment Officer/Care Coordinator to fill a maternity relief position commencing 8th February 2010.

As Assessment Officer/ Care Co-ordinator you will have responsibility for:

- assessment of potential and existing clients
- risk assessment of the home environment
- care co-ordination and case management

Essential:

- Tertiary qualifications in nursing, welfare or other relevant discipline that has an assessment component
- Demonstrated experience working in a similar capacity
- Knowledge and understanding of the respite needs of carers
- Demonstrated experience in care co-ordination and assessment
- Knowledge and understanding of Occupational Health and Safety as it relates to community care
- Proficient Computer skills including MS Word and Sharikat Koo
- Current Drivers Licence
- Previous experience working with people with short term memory loss and/or a diagnosed dementia
- Previous experience working with people with a disability

The position is for 6 months full time, followed by 6 months two days per week with a possible extension. A Police Check is essential.

Position descriptions can be obtained by contacting Corrienne Nichols on 5772 0360 or visit our website at www.murrindindi.vic.gov.au then click on 'Council' then 'Job Vacancies'.

Written applications addressing the essential criteria and marked "confidential" and addressed to the Co-ordinator Aged & Disability Services, Murrindindi Shire Council, PO Box 138, Alexandra 3714 will be received up to 5pm Wednesday 5 January 2010.

Distributed to: (mark with x)

Issue Date	P/Order No.	Issue Date	P/Order No.
x Alex Standard		x Yea Chronicle	
x LG Pro		x North Central Review	
x Council website		Seymour Telegraph	