

## Service Delivery Administrator – Social Outings

- Make a difference in the lives of over 5000 clients
- Grow yourself while growing the organisation and your team
  - Exciting period of change and growth

### About STGCT

St George Community Transport (STGCT) is a government funded, not-for-profit organisation that has provided safe, reliable social support and transport for the frail aged, people with disability and their carers and private customers since 1983. The service consists of a team of 41 employees and 42+ volunteers, operates a fleet of 26 vehicles and provides approximately 70,000 trips per year at affordable prices.

### About the role

We are looking for a creative and dynamic person to assist the Service Delivery Officer Social Outings in delivering a high-quality social outings program to our consumers considering their individual interests, preferences and capacities. You will assist in helping our consumers remain active in their community

You will be responsible in supporting the development of our Social Outing Calendar and program by accessing the local community networks, events and activities.

This is full time position for a fixed term period of 12 months. The position will commence in early February with shortlisted applicants contacted for interviews in early January.

### Mandatory:

- Cleared National Police Check

### Essential:

- Demonstrated knowledge and/or experience in the administration of multi-dimensional programs or services in the aged care sector.
- Ability to communicate effectively with older people, people with disability and their carers.
- Excellent computer skills and a thorough knowledge of the Microsoft Office suite of software.
- Ability to learn and use other industry related software.
- Excellent written and verbal communication skills.
- Excellent organisation and time management skills.
- Ability to work in a flexible, multi-tasking environment.

### Desirable:

- Experience in the use of a e-Tools or a similar CRM.
- Experience in the use of RouteMatch or a similar Fleet Scheduling system.
- Experience in planning events/outings.
- Understanding of the disability and aged care service environment.

### What we offer:

- Career development and training opportunities
- Excellent employment conditions.

The successful candidate must undergo a National Police Clearance prior to commencement. As EEO employer we welcome applications from NESB and ATSI backgrounds.

STGCT uses merit selection for all hiring decisions and it is essential that you address the selection criteria in the appropriate application pack, which includes a position description, information on the organisation and the selection process. To download the appropriate application pack, visit our website [https://www.stgct.org.au/join\\_us.html](https://www.stgct.org.au/join_us.html) or contact Amalia Betihavas on 9585 3000 or via [Amalia.betihavas@stgct.org.au](mailto:Amalia.betihavas@stgct.org.au) request one. **Closing Date: 24 December 2020**

***Join our team and make a difference to the lives of many in our community***