

Selection Criteria – Care Coordinator

Essential:

1. Excellent time management skills and ability to work in a busy office and service environment
2. Understanding of the principles of care coordination, consumer directed care, and person-centred practice within a framework of wellness and reablement
3. Well-developed computer skills and demonstrated experience with the Microsoft Office Suite
4. Highly developed oral, written and interpersonal communication skills
5. Relevant diploma qualifications or equivalent demonstrated experience working with or understanding the needs of older people and carers

Desirable:

1. Previous experience with client management software
2. Previous experience in care coordination in the aged care sector
3. Previous experience in the coordination and/or direct facilitation of planned activity groups for older people

We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.