



services

Home Assistance and Regional Transport Services

***Do you want to make a difference?***

## **Administration Assistant**

Permanent part-time position – Wollongbar, North Coast NSW

48 hours per fortnight

SCHADS Level 3

We are seeking an agile Administrative Assistant to support our Aboriginal Engagement Program and Client Care Services.

The Aboriginal Engagement Program provides transport services to community groups and individuals from Lismore, Kyogle, Casino, Bonalbo Woodenbong/Muli Muli, Nimbin, Coraki/Box-Ridge, Tabulam/Jubullum. Reporting to the Aboriginal Engagement Program Manager, the Administrative Assistant role (18 hours per fortnight) helps ensure services are delivered in-line with individual and community needs.

Client Care Services coordinates the delivery of person-centred Home Care Package and NDIS services across Lismore, Kyogle and Richmond Valley local government areas. Reporting to the Home Care Package and NDIS Coordinators, the Administrative Assistant (30 hours per fortnight) is responsible for providing general administration and coordination support across the Client Care Services team.

Aboriginal and Torres Strait Islander people are encouraged to apply.

## **Client Assistants & Bus Driver/Client Assistants**

Multiple positions

Casual

SCHADS Level 3

We are seeking energetic and engaging Client Assistants and Bus Driver/Client Assistants to provide client-centred services for people participating in our Group Services activities.

Group Services coordinates the delivery of Shopping and Social bus services for frail aged and people with a disability throughout the Northern Rivers. Reporting to the Group Services Manager, Client Assistants and Bus Driver/Client Assistants are responsible for transporting, supporting, facilitating and ensuring the comfort and safety of small and large groups of clients on bus outings.

---

**To apply**

**You must get an Application Package for each role/s you want to apply for and follow the instructions contained in the package.**

**To get an Application Package, please email [recruitment@hartservices.org.au](mailto:recruitment@hartservices.org.au) or phone (02) 6628 8572 and quote the role/s you wish to apply for.**

**For further information, see our employment page at [www.hartservices.org.au](http://www.hartservices.org.au)**

**Applications close 5pm, Friday 20 April 2018.**

**CLICK TO VISIT OUR WEBSITE**