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| POSITION:   | <b>SERVICE ADMINISTRATION AND PLANNING COORDINATOR</b>   |
| HOURS:  | Mon – Fri, 76 hrs pf   |
| SERVICE/DEPARTMENT:   | Day Services – North West  |
| LOCATION:   | Cherrybrook  |
| REPORTS TO:   | Day Services Manager and Joint CEO   |
| OVERVIEW:   | Inala is a Rudolf Steiner inspired organisation supporting individuals with intellectual disabilities. Inala Day & Community Support Services provide a range of high quality arts, vocational, therapeutic, social and skills development, and community participation activities for adults at its services at Cherrybrook Castle Hill and the Eastern Suburbs.  |
| DUTIES:   | To maintain, develop and coordinate the administrative requirements of Inala's North West Day services.  |
| REMUNERATION:   | Commencement Inala Award (Schads equivalent) Level 4<br>Commensurate with experience & proven ability  |
| SELECTION CRITERIA:   | <ul style="list-style-type: none"> <li>• ESSENTIAL <ul style="list-style-type: none"> <li>• Commitment to enhancing the quality of life of persons with disabilities.</li> <li>• Commitment to the human-centered Ethos and approaches of Inala</li> <li>• Experience and ability in maintaining and coordinating planned and scheduled administrative, planning and Quality Assurance requirements.</li> <li>• Experience and ability in developing and implementing coordinated administrative and planning support in a client service environment</li> <li>• Experience in Client Management systems and Microsoft Office systems</li> <li>• Communication and interpersonal skills and commitment to working as part of a team</li> <li>• Experience / ability liaising with families and carers</li> <li>• Current drivers licence</li> <li>• Knowledge of WHS, EEO and Disability Standards</li> <li>• Sense of humour, responsibility and initiative</li> </ul> </li> <li>• DESIRABLE <ul style="list-style-type: none"> <li>• Experience in Disability supports and/or Community services setting</li> <li>• Familiarity with Steiner-based approaches</li> </ul> </li> </ul> |
| APPLICATION PROCESS:  | Send resume to:<br>The Manager, Inala Day Services, PO Box 122, Cherrybrook 2126<br>Or email : <a href="mailto:dputtlitz@inala.org.au">dputtlitz@inala.org.au</a><br>T: 9634 2521 / 0425 289 772   |
| APPLICATIONS CLOSE:   | Immediate or negotiated commencement date available  |
| ENQUIRIES :   | NW Day Service manager : <a href="mailto:dputtlitz@inala.org.au">dputtlitz@inala.org.au</a><br>T: 9634 2521 / 0425 289 772   |
| Inala is an Equal Opportunity Employer. All appointments will be subject to Inala's criminal record screening process |  |