



LONGREACH REGIONAL COUNCIL
Temporary Full Time (12 Months)
In Home Care Administration Officer
Package Value - \$63,303.08 to \$66,707.39 per annum

Council is seeking applications to fill the Temporary In Home Care Administration Officer. Applications will be received until **Friday 19 July 2019**. Late applications may not be considered.

The Position

Council is seeking the services of a person to fill the position of Temporary In Home Care Administration Officer. The successful applicant will facilitate and support the role of educators and families within the program and under direction of the In Home Care Coordinators and Childcare Services Manager. This role is required to provide efficient and effective, administrative support to the In Home Care team, with a focus on continuous improvement.

Qualifications and Experience

The successful applicant is expected to have demonstrated experience in administration and providing support to a management position. Applicants are required to have excellent customer service, communication and interpersonal skills, and pride yourself on your ability to work both in a team environment and independently. The successful applicant is expected to have experience with debtor and creditor systems, as well as demonstrated experience in the operation of Microsoft Office. Applicants are expected to have or be working towards a Certificate III in Business Administration or similar field and hold a current drivers licence (Class 'C'), and have or be willing to obtain a Working with Children Blue Card.

Salary and Conditions

The position is classified as a Level 3 of the Queensland Local Government Industry (Stream A) Award – State 2017 and offers an annual salary (including allowances and leave loading) of between \$57,891.31 to \$59,659.31. This position will receive 5 weeks annual leave including leave loading of 17.5%, 15 days sick leave, 9 day fortnight, Rostered-Day-Off system, salary sacrifice options, ongoing training and professional development and superannuation of up to 12% of salary is also available upon commencement.

Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at www.longreach.qld.gov.au and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to assist@longreach.qld.gov.au

Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a Federal Police Check and medical screening.

Council operates under a Drug and Alcohol Policy and the successful applicant will be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

Longreach Regional Council is an equal opportunity employer.