

## CASE MANAGER

Permanent part time - 4 days per week.

Applications close 22 November 2017

### ABOUT US

NovaCare Community Services Limited is a Hunter based, not-for-profit organisation assisting our clients and their carers to maintain an independent lifestyle within their own home and enjoy an active role in their community. We have been recognised by Aged & Community Services as NSW/ACT Organisation of the Year 2016 and 2017.

### THE OPPORTUNITY

NovaCare is expanding and we are looking for an enthusiastic team member for 4 days per week - days are negotiable and may also include Annual and Sick Leave replacement.

Working from our Broadmeadow office in Newcastle, the successful applicant will join our fast paced environment and will be passionate about supporting our consumers in their own home.

Our care services team works collaboratively to assess, monitor and evaluate through contemporary practices and consumer-focused care strategies. Our team members not only manage consumer care plans which address the goal orientated consumer directed care principles, they also participate in community wellness programs (and similar) to bring fulfilling care to our consumers' lives.

NovaCare employees enjoy the benefits of salary packaging, flexible working options and on-site parking for employees based at Broadmeadow.

### CASE MANAGER

We are currently seeking a highly motivated **Case Manager** to join our team in the Newcastle area.

#### Essential skills and attributes:

- Minimum requirement Certificate 4 - Aged Care and 2 years aged care experience;
- Current first aid certificate;
- Demonstrated skills and experience in conducting comprehensive assessments and care planning;
- Proven ability to contribute to workplace culture;
- Experience in leading and developing direct-care staff;
- Proven ability in promoting clients' independence and choice;
- Ability to manage time effectively and achieve desired outcomes and deadlines with high level written and verbal communication skills;
- Share our values and passion for delivering quality support to people who need it the most;
- Genuine commitment to working as a member of a multi-disciplinary team;
- Current drivers licence

**Desirable Criteria:**

- Previous Case Management experience in Community Care or Residential Care experience;
- Understanding and knowledge of Consumer Direct Care and Managing Clients Individual Budgets.

**POSITION DESCRIPTION**

A Position Description is available by emailing [support@novacare.org.au](mailto:support@novacare.org.au)

**HOW TO APPLY**

Please read the **Information for Applicants** document for assistance and address the Selection Criteria in your **Application Form** (download forms from this website).

Include a current resume and be prepared to complete pre-employment health and police checks.

Applications, addressing the criteria outlined in the position description (contact reception at [support@novacare.org.au](mailto:support@novacare.org.au)), should be forwarded to:

**Tracey Douglas, Care Services Manager**

NovaCare Community Services Limited P.O. Box 650, The Junction, NSW, 2291 or

Email: [traceyd@novacare.org.au](mailto:traceyd@novacare.org.au)

Further enquires can be directed to Tracey Douglas on 1300 363 654.

**Applications will be reviewed on receipt, therefore appointment of position may be made prior to close of applications on 22 November 2017.**

## CARE SUPPORT WORKERS

### ABOUT US

NovaCare Community Services Limited is a Hunter based, not-for-profit organisation assisting our clients and their carers to maintain an independent lifestyle within their own home and enjoy an active role in their community. We have been recognised by Aged & Community Services as NSW/ACT Organisation of the Year 2016 and 2017.

### THE OPPORTUNITY

We are currently seeking qualified **Care Support Workers** to provide care and support services to clients in receipt of Home Care Packages and Commonwealth Home Support Program.

### CARE SUPPORT WORKER

NovaCare is currently seeking staff to care for our consumers in the **Newcastle, Raymond Terrace, Port Stephens and Lake Macquarie areas**. Applicants should either reside in or be willing to travel to these areas regularly.

To be considered eligible for this role, applicants must have a **Certificate III in Aged Care or equivalent qualification**, current First Aid Certificate, current drivers licence, reliable car with comprehensive car insurance, and be prepared to work a flexible 7 day shift roster including afternoon shifts.

### POSITION DESCRIPTION

A Position Description is available by emailing [support@novacare.org.au](mailto:support@novacare.org.au).

### HOW TO APPLY

Please read the **Information for Applicants** document for assistance and address the Selection Criteria in your **Application Form**. Previous applicants for position of Care Support Worker should not apply.

#### **NovaCare Community Services**

Ph: 1300 363 654 or 02 4940 2400

Administration: 1/33 Newton Street, Broadmeadow NSW 2292

E: [support@novacare.org.au](mailto:support@novacare.org.au)