



Project Officer – Commonwealth Home Support Program

- Develop and implement this innovative coaching program supporting carers
- Start ASAP - full time contract position to 30 June 2020
- North Sydney location close to transport

Carers NSW is the peak body in NSW advocating for carers of all ages and circumstances. We are a not-for-profit organisation connecting and empowering carers and improving their quality of life through activities, programs, training and policy advice.

Engaged to deliver new program developing evidence-based coaching resources to assist older people and their carers to manage safely and sustainably in the home, Carers NSW is seeking an experienced Project Officer to coordinate all aspects of program delivery.

Working alongside a Resource Development Officer you will manage the project from design to evaluation, bringing together a stakeholder advisory group to inform design and contributing to content and best practice materials for the project. At the end of the contract you'll be able to showcase a suite of tested and refined resources to enable older people and their carers to achieve a high quality of independent living.

To be successful in this role you will need:

- Tertiary qualifications in health, social sciences, social work or related discipline
- Demonstrated ability to develop, manage, facilitate, promote and evaluate projects
- Demonstrated capacity to produce, or oversee the development of, high quality information and capacity building resources
- Demonstrated understanding of issues experienced by older people and their carers
- Proven ability to build rapport with team members, other organisations and service providers
- Strong time management and task prioritising skills
- High level written, oral communication and computer skills
- Ability to work unsupervised and within a team environment

Experience working with older people and their carers living at home would be an advantage.

We can offer you a competitive salary plus not for profit salary packaging benefits and a friendly team committed to the organisation's purpose.

To learn more about what we do, please [visit our website](#). Click here to view the position description for this role.

Interested? Please send a **cover letter addressing each of the criteria above** along with your resume to Human Resources - jobs@carersnsw.org.au or PO Box 785, North Sydney NSW 2059. For further information, please contact our HR department on: (02) 9280 4744.

A note to Recruitment Agencies – we thank you for your interest in Carers NSW; recruitment for this role will be managed internally by our HR Team and unsolicited resumes will not be accepted.

Carers NSW recognises the value of diversity in its workplace and acknowledges the contributions that people of diverse backgrounds bring to the organisation.

A criminal record check will be required as a condition of employment.