



## OUR CULTURE

A place that proudly delivers great things

**COMMUNITY  
TRANSPORT  
COORDINATOR**  
**12 month Contract**  
**Full Time**  
**Salary Range:**  
**\$75,753 - \$81,312**

We are a place that proudly delivers great things, to our community and our staff. We deliver on promises, value people, recognise achievements, inspire progress, respect history and build the future, grow and learn, and enjoy what we do.

Are you highly self-motivated with the ability to build relationships with a wide range of people from diverse backgrounds? Are you an exceptional communicator with the capacity to negotiate, influence and motivate others? Do you work well independently and in a team environment? Are you analytical, innovative, resilient and flexible?

We are pleased to offer the contract role of Community Transport Coordinator, who is responsible for the day to day operations and scheduling to facilitate a tailored, flexible, safe and effective community transport service, comprising group as well as individual transport.

Your demonstrated experience in the provision of services in a community setting including business administration practices, assessment, case planning and client coordination as well as in managing a team of volunteers is critical to the success of the role.

You must have an understanding of the issues related to ageing, disability, mental illness, carers and people from diverse cultural backgrounds and knowledge of the principles and practices under-pinning wellness and reablement, person centred practice and quality customer service.

Demonstrated experience related to the operation of a Community Transport Service and knowledge of relevant legislation, guidelines and standards, including the Passenger Transport Act is required.

A tertiary qualification or equivalent experience in community or social services is essential and you must hold an unencumbered Australian Drivers licence (an LR or MR licence is highly desirable).

**OUR  
VALUES**

**ARISE**

ACHIEVEMENT RESPECT INNOVATION SIMPLICITY ENGAGEMENT



## OUR CULTURE

A place that proudly delivers great things

Position Description available at [www.holdfastbaycareers.com.au](http://www.holdfastbaycareers.com.au) Please provide a resume and cover letter of up to 2 pages introducing yourself and outlining your qualifications, experience and skills relating to the role (refer to the Position Description for full details), and email to [careers@holdfast.sa.gov.au](mailto:careers@holdfast.sa.gov.au) (quoting Ref No. 19/19).

If you would like further information, please contact Monica du Plessis, on 8229 9821.

**Applications close at 5pm on Monday 17 June 2019.**

**OUR  
VALUES**

**ARISE**

ACHIEVEMENT RESPECT INNOVATION SIMPLICITY ENGAGEMENT