

Project Officer **6 Month Fixed Term**

Closing date: by close of business 18th December 2017

About the role

Alkira proudly provides supports and provides services for people with disabilities and their families in the City of Whitehorse. We are currently supporting our participants to transition to the NDIS environment. The Project Officer will support the organisation through this process and will be flexible and responsive to the changing needs of the organisation.

Key Responsibilities:

- High-level administrative support
- Analysis of existing systems and procedures within Home and Community Supports
- Work with the Home Supports and Community Supports teams to implement identified actions as part of Alkira's continuous improvement process.
- Help identify risk and support the organisation to develop risk mitigation strategies
- Supporting the Manager Home Supports and Manager Community Supports to meet compliance and reporting requirements
- Drive continuous improvement

The successful applicant will have:

- Working knowledge of relevant legislation for disability service provision and NDIS
- Ability to interpret and apply internal policies and procedures
- Proficient ability in the use of Microsoft Office suite of programs
- Ability to work independently with effective time management skills
- Excellent written and verbal communication skills
- Significant experience in conducting research and report-writing.
- Ability to manage competing demands and prioritise effectively
- Current level II First Aid and CPR Certificate
- Full Australian Drivers licence
- A satisfactory Vic Roads Driver Record History of less than 5 valid demerit points for last 3 year
- Clear Police Check
- Australian Residential and Working Visa are mandatory.

A strong background in community services is desirable.

The position is 6 months full time, or part time equivalent in discussion with line manager. For further information about the role, please contact Kat Robbins or Laura Ubavin on 9890 1365

The closing date for this position is COB Monday 18th December 2017. Applicants will be shortlisted as applications are received. Alkira reserves the right to close this role to new applications prior to the closing date if a suitable candidate is identified.