



September 2020.

Dear Applicant,

Thank you for your interest in the Office Administration position at Easy Care Gardening Inc.

Easy Care Gardening is located at 20 Bridge St, Pymble NSW. There are 14 part-time staff with a full-time the Manager. We provide a quality gardening service as well as social support for aged-care clients. To achieve this we rely on hundreds of volunteers who work in the garden, office, or behind the scenes ensuring that Easy Care continues as it has since 1988.

We are currently advertising for someone to fill a permanent part-time Office Administration vacancy. This part-time position is for 15 hours, 2 days per week, on Thursday & Friday. A position description follows this letter.

Salary and Conditions will be in accord with the Social, Community, Home Care and Disability Services Industry Award (SCHCADS), Level 5. Staff are also entitled to salary sacrifice.

If you wish to apply for the position please consult the position description and *outline how you meet each of the selection criteria* listed. Interviews will be based on how well applicants meet these criteria.

In addition to answering the criteria, and attaching your resume, please list two referees, at least one pertaining to your last work position. Referees will not be contacted until after the interview if short listed.

*Applications close on **Monday, 21 September, 2020.** Interviews for selected applicants will occur shortly after the closing date. *The position is available for an immediate start.**

Please send your application by email to jobs@easycaregardening.org.au

Yours sincerely,

Glenn Stimpson

Glenn Stimpson
Manager
Easy Care Gardening Inc.

Telephone: (02) 9983 1644 Email: ecg2074@easycaregardening.org.au Web: www.easycaregardening.org.au
Postal Address: PO Box 5337, South Turrumurra NSW 2074 Charity No. 10507 ABN: 96 338 250 354
Easy Care Gardening Inc is supported by funding from the Federal Government under the Commonwealth Home Support Program and from the NSW Government.



POSITION DESCRIPTION

OFFICE ADMINISTRATION

Easy Care Gardening is a not-for-profit service that provides gardening assistance to the frail aged helping them to live independently in their own homes. Easy Care is part of the Commonwealth Home Support Program and works with volunteers in the Hornsby, Kuringai, Ryde, & Hunters Hill areas.

Location of Position: Building 1, Level 3, 20 Bridge Street, Pymble 2073.

Responsible to: Manager of Easy Care Gardening Inc.

Hours: 15 hours per week (Thursday & Friday).

Award: Social, Community, Home Care and Disability Services Industry Award 2010. Commencing on level 5 pay point 1.

PRIMARY PURPOSE

Maintain office functions in collaboration with other administrative and management.

DUTIES

1. Follow administration procedures & support management.
2. Communications including phone calls.
3. Assist with My Aged Care portal.
4. Maintain documents, spreadsheets and Access database.
5. Perform other relevant tasks as directed.

ESSENTIAL CRITERIA

1. Understanding and empathy towards aged-care clients and volunteers.
2. Ability to work without direct supervision.
3. Administration & computer skills including Microsoft suite.

DESIRABLE CRITERIA

1. Experience in aged-care home support services.
2. Experience with & understanding of *Aged Care Quality Standards*.
3. Familiarity with policy and procedure documentation.

In addition to answering the criteria and attaching CV material, please list two referees. Applications to jobs@easycaregardening.org.au by **21 September, 2020**.