



## BELYUEN COMMUNITY GOVERNMENT COUNCIL

### **Expression of Interest**

Belyuen Council Aged Care is seeking Expressions of Interest for an ***Administration Support Worker/Activities Officer***

**This is a new position and the Officer will need to have the ability to evolve with the position.**

#### Duties to include:

- Set up and run individual and group activity programmes within and outside of Belyuen.
- Assist the Director with the assessment and monitoring of the Community Aged Care Package clients at Belyuen, Wagait, Dundee, Berry Springs.
- Assist the Director with data inputting through the e-Tools programme.
- Assist the Director with Quality Standard Requirements.
- When needed assist with the transporting of clients to medical appointments or personal shopping trips in the Darwin Region.
- Maintain Aged Care Face Book page.

This is a fulltime 7.30am to 3.30pm position and requires someone who is flexible, self-motivated, creative, enjoys being around elderly people and has a range of good computer skills.

- Drivers Licence essential.
- Working with Children's Card and a Police Check is essential.
- Previous experience in Aged Care would be an advantage but not essential.

If you are interested, please send through:

Expression Of Interest addressing the duties listed above;

Copy of Drivers Licence;

Copy of Police Check and Working with Children's Card;

Any Relevant Qualifications;

Please send to Cathy Winsley, CEO Belyuen Council

Phone: 0497787122

Email: [cathy.winsley@belyuen.nt.gov.au](mailto:cathy.winsley@belyuen.nt.gov.au)

Expressions of Interest to be received by COB 3<sup>rd</sup> December 2021.