



REGISTRATION AND INFORMATION SERVICE ADVISOR

Located in Goodwood
2 x Full time positions

Carers SA (Carers Association of SA Inc) is the statewide organisation established by a 'grass roots' movement of Carers in 1989 to represent the interests and needs of all Carers in SA and to be the 'voice of carers'. Carers SA is a member of Carers Australia, as are Carers Associations in all states and territories that together form the National Network of Carers Associations. The Mission of Carers SA is to promote, assist, empower and enhance the lives of Carers.

Carers SA is a values based organisation which provides a flexible, family friendly environment in which to work. Carers SA is offering a salary range between \$45,122 and \$48,289. Carers SA can also offer \$16,049 per annum of this salary tax free via salary packaging.

These exciting positions are part of the national program, Better Start for Children with Disability delivered through the National Network of Carer Associations. The RIS Advisors are responsible for providing an information and assessment service to eligible families. Key responsibilities to this position include:

- Tertiary qualification in Social Work or other relevant discipline
- Ability to communicate clearly and concisely, through written and oral means and to liaise with effectively with a diverse range of people including carers, health professionals, and service providers
- Knowledge of the disability services and other programs relevant to carers
- Understanding of intake, assessment and relevant processes provided as part of an information service
- Strong understanding of Mandatory Reporting and Privacy requirements
- Proven competency in liaising and negotiating with Disability Support Services
- Strong commitment to teamwork and good practice
- Understanding of and commitment to carer issues and needs
- Current drivers licence (some travel across the state may be required)

Position descriptions are available from www.carers-sa.asn.au/jobs

Specific enquiries to Sharon Tentye on 08 8291 5600.

Send applications marked confidential, addressing the person specifications of the position descriptions with the names of three referees to:

Simon Pavelic
Program Manager Carer Advisory & Counselling Service
PO Box 410
UNLEY SA 5061

Or email to: jobs@carers-sa.asn.au

Applications close Wednesday 8th February 2012 at 5.00pm
Only successful applicants will be notified