

## **VACANCY**

**Position:** Operations Manager – Part-Time  
**Job type:** Permanent part-time (30hrs/week)  
**Location:** IWAQ Office, Springwood  
**Applications close:** 5pm, Friday 25<sup>th</sup> July 2014

- Supportive and creative team environment
- Professional development opportunities
- Salary packaging
- Flexible hours

### **About IWAQ**

IWAQ is a Community based, not-for-profit organisation providing in-home aged care services, HACC services, disability, social activities, settlement and overnight cottage respite care. IWAQ's mission is to provide a wide range of community care, development and support services across all life stages to multicultural, multi-faith and mainstream communities in Queensland. IWAQ is an equal opportunity employer operating for over 20 years based from Springwood in modern newly renovated offices. Work hours are flexible and can be tailored to suit the applicant.

### **Position Objectives**

Reporting to the Director, this position is responsible for ensuring contract compliance across all programs including managing audits and reporting requirements including the QA calendar availability of client hours and packages, managing waiting lists and intake and afterhours workers, meeting all administrative requirements and supporting the financial management of all state and Federal Aged Care and Disability programs.

### **To succeed in this role**

- Knowledge of the Aged Care sector and new reforms in the sector
- Meet reporting requirements
- Ability to ensure IWAQ operations comply with budgets, operational targets and annual objectives according to funding guidelines

### ***Essential Selection Criteria.***

***The following selection criteria MUST be addressed for your application to be considered:***

1. A diploma in either Social Work or Aged Care or Certificate III in Aged Care plus relevant experience.
2. Sensitivity to the needs of ageing persons of different social, economic and cultural backgrounds
3. High Analytical and financial management skills
4. Ability to meet deadlines and produce reports as required
5. Demonstrated ability to manage multiple tasks concurrently, be flexible in dealing with changing priorities and able to manage competing demands.
6. Sound communication skills; sound English language skills and demonstrated ability to work as a team member to resolve day to day conflicts.
7. Demonstrated ability to work both independently and within a team, recognizing when matters require referral to the IWAQ Director
8. Project a positive outlook and have the ability to develop rapport with a wide range of people.
9. To be creative, innovative and resourceful.

### ***Submitting your application:***

Send your application to the HR Coordinator including:

- cover letter briefly addressing the selection criteria
- resume (or CV) including contact details of two referees

**By email:** [hr@iwaq.org.au](mailto:hr@iwaq.org.au)

**By Post:** P. O. Box 412, Underwood, QLD 4119