



## **Community Services Coordinator**

**Wyndarra Centre**

**Location:** Smithton, TAS

**Position Type:** Permanent Part-Time- negotiable hours

**Pay:** In accordance with the Social, Community, Home Care, and Disability Services Industry Award (including salary packaging options)

Range \$44.20- \$49.28per hour In line with your skills and experience

## **About Us**

Wyndarra Centre is a well-established community service organisation in Smithton, North-West Tasmania. With over 40 years of service to the Circular Head region, we deliver a diverse range of programs, including aged care, disability support, personal and family counselling, housing services, and emergency relief through our on-call service.

At Wyndarra, our work is guided by core values that include **equity, access, dignity, diversity** and **respect**. We are committed to fostering a community where every individual feels respected, supported, and valued.

We are seeking a skilled and compassionate **Community Services coordinator** who shares our values to join our team and contribute to creating positive change in the lives of individuals and families.

## **About the Role**

In this role, you will work across a variety of programs, supporting clients who may face significant challenges, including those affected by drug and alcohol issues, domestic violence, and other complex situations. Your work will contribute to:

- **Home and Community Care**
- **Commonwealth Home Support Program**
- **Personal and Family Counselling**
- **Housing connect**
- **Wyndarra On-call service**
- **Collaboration with volunteers**

This role requires a trauma-informed approach and a commitment to supporting clients in a respectful, non-judgmental, and empowering way.

## Essential Criteria

To thrive in this role, you must have:

- Excellent communication and interpersonal skills, including the ability to work with clients experiencing vulnerability or distress.
- Strong administration skills, including proficiency in computer programs, report writing, and data entry.
- Diploma in Community Services, Health, or a related discipline.
- A satisfactory National Police Check (valid within six months).
- Current Working with Vulnerable People Registration or ability to obtain
- Experience working in community services or a similar role, particularly with clients affected by domestic violence, drug or alcohol issues, or other complex needs.
- Strong time management and organisational skills, with the ability to manage multiple priorities.
- The ability to work independently and as part of a collaborative team.

## Desirable Criteria

The following are highly regarded:

- Two or more years in community services or health sector
- Mental health training and experience.
- Counselling skills, particularly for individuals or families dealing with trauma.

## Salary and Benefits

- Pay in line with the Social, Community, Home Care, and Disability Services Industry Award.
- **Salary packaging options** to increase your take-home pay by reducing taxable income.
- A supportive and collaborative team environment.
- Opportunities for professional development and training.

## Our Values in Action

At Wyndarra Centre, our core values guide everything we do:

- **Equity:** Ensuring fairness in the provision of services and opportunities for all individuals.

- **Access:** Promoting inclusive access to resources and support for those who need it.
- **Dignity:** Treating all individuals with respect, valuing their inherent worth, and fostering self-respect.
- **Diversity:** Embracing and celebrating the unique characteristics, perspectives, and contributions of every individual.
- **Respect:** Upholding a culture of mutual respect.

By joining Wyndarra Centre, you will embody these principles and make a lasting, positive impact on the Circular Head community.

### **How to Apply**

Submit your resume and a cover letter addressing the essential and desirable criteria to [GM@wyndarra.org.au](mailto:GM@wyndarra.org.au)

For Enquiries call Krista Mills General Manager 0455535573

**Applications close:** April 14<sup>th</sup> 2025

