

SHARE & CARE COMMUNITY SERVICES GROUP
Require
Children's Services Support Officer
For our
Child Care Services Programs

Share & Care requires a person with genuine interest in providing support to Management, Carers, Parents and Children in our Children's Support Programs.

Continuous training and support is provided to all employees to assist in their achievement of work orientated goals and ensure best practice outcomes for the consumer.

Hours: 20 hours per week.

Essential:

- Diploma in Children's Services or equivalent OR presently studying diploma
- Reliable vehicle
- Senior First Aid Certificate or willingness to obtain immediately
- National Police Clearance
- Well developed written & verbal communication skills
- Working knowledge of childhood development and program development
- Ability to drive long distances and work flexible hours

Desirable:

- Quality Assurance experience
- Good computer skills
- Working knowledge of Community Services (Family Day Care Regulations)
- Experience in working with Adults in a learning environment
- Knowledge in Child Care Benefits

An application package can be obtained by calling 96222828

Send your written applications addressing the selection criteria in the Job Description AND your CV by the 23rd August (closing date) to:

Ms C. Jones-Lummis
Chief Executive Officer
Share & Care Community Services Group
P.O.Box 365
Northam 6401
Western Australia