At CRANES we are passionate about people. We believe in *‘your life, your way’.*

Our values of Love, Innovation, Integrity, Sustainability and Excellence underpin our vision of an inclusive community where everyone gets a fair go.

As a non-profit organisation we provide NDIS, Homecare and Family Support services across Northern NSW for people of varying ages, abilities, and life circumstances.

Due to recent growth, we are now looking for a **Full-time Rostering Coordinator** to join our Grafton-based team.

**Responsibilities include:**

* As per position description.

**Skills & Experience:**

* Strong interpersonal communication skills with the ability to negotiate and think on your feet.
* Competence in using Microsoft applications and customer management databases.
* Ability to demonstrate excellent customer service skills.
* Demonstrated ability to work co-operatively as an affective team member- as well as autonomously.
* Empathetic and understanding with high attention to detail.
* Demonstrated ability to multitask and prioritise work.
* Professional and confident phone manner.

**Desirable but not essential:**

* Previous experience in rostering and coordinating staff in a fast-paced environment.
* Experience and knowledge of the SCHADS Award (Social, Community, Home Care and Disability Services Industry Award 2010)
* Experience and knowledge of Government funded programs e.g., NDIS and Home Care.

The successful candidate will be required to demonstrate entitlement to work in Australia, disclose any pre-existing injury or disease which may be adversely affected by undertaking the inherent requirements of the position and participate in Australian Police and Working with Children Checks prior to confirmation of appointment to the position.

**To obtain an application pack please visit www.cranes.org.au**

**or contact Sue Ting on****02 6642 7257**

**Please send all applications to****sting@cranes.org.au**

**Closing date for applications is**

**First People (Indigenous Australians) are encouraged to apply**

***CRANES is a smoke free environment***