



Assistant to the Community Leader (Ashgrove)
Permanent, part-time (0.6FTE)
8.00am – 4.00pm, three days per week (days to be negotiated)
To commence Monday 15th April 2024

Applications are now invited from suitably experienced people for this newly created permanent part-time role. This role is based in a convenient location at Ashgrove in Brisbane. The position has some flexibility with days and hours along with favourable conditions of employment, including the provision of meals during work hours.

About the organisation

The Marist Brothers is an international Catholic religious order. The Ashgrove community is a house for retired Marist Brothers, some of whom have high health needs. Specialist staff are employed to support these needs and a range of other staff are employed to support the operations of the community.

About the role

This is a new position created to support the Community Leader with the smooth operation and functioning of the Community House. Integral to the role is the requirement to establish and maintain positive and productive relationships and to always display sensitivity to the community members. The role requires a relational, motivated, organised, and service-oriented person who consistently displays a positive outlook and who is able to work collaboratively in a team environment.

Key responsibilities

Possessing a multifaceted range of practical skills, the incumbent will be able to maintain a focus on the core requirements of the position whilst always being responsive to the needs of the community members. The main areas of responsibility for the Assistant to the Community Leader include driving members of the community to appointments, having general oversight of property maintenance needs, taking responsibility for communication within the community, overseeing some human resource functions and supporting the users of technology.

Skills and experience

- Understanding of and commitment to the Marist mission and a capacity to work within a faith-based environment.
- Proven experience to act with an extremely high level of confidentiality and with discretion.
- Excellent interpersonal skills, demonstrating the ability to establish harmonious working relationships and communicate in an effective and mature manner.
- Proven and successful experience working effectively in a team environment, preferably in the health sector and/or an aged care setting.
- Strong written and oral communication skills and a high level of problem-solving and organisational skills.
- Current Driver's Licence is essential.
- Training and/or experience in Work, Health and Safety and First Aid will be highly regarded.

How to apply

If you believe you have the necessary skills, experience and attributes, after reviewing the Position Description, your application requires a covering letter addressed to Br Neville Solomon - Acting Community Leader, a completed Application Form and a copy of your current resume. All three documents are required for your application to be considered.

For any enquiries or to receive a copy of the Position Description and Application Form,
please email recruitment@marists.org.au

Applications close at 5.00pm on Tuesday 2nd April 2024.

The Marist Brothers are an equal opportunity employer.

The Marist Brothers are committed to Safeguarding and take a zero tolerance to abuse.

Only candidates with the right to work in Australia may apply for this position.

Employment screening applies to this position.