Easylink – Disability Services Project Officer

Position reports to:	General Manager
Employment:	Casual or consultant 2 days per week for two months
Position Supervises:	Nil
Internal Relationships:	Easylink Team, Customers, Board and Volunteers
External Relationships:	Other Disability Community Service and Transport Providers

Main Purpose of the Role

The role of the Disability Services Project Officer is to investigate new models and partnerships for service delivery within the context of community transport on the northern beaches of Sydney.

Key Responsibilities

- Research and document disability transport provision in the northern beaches
- Familiarise with current services available through Easylink
- Consult with current customers regarding gaps in service options
- Consult with other stakeholders on current services, gaps and possible partnerships
- Build a contact list of potential partners and business relationships
- Develop a report with recommendations for new models and partnerships
- Other responsibilities as assigned by GM

Ideal Selection Criteria

- Work experience and knowledge of disability sector on the northern beaches
- Relevant qualifications in community development/research
- Well-developed written and verbal communication skills
- Drivers Licence and own car