

Mansfield Courier

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98 High Street,
Mansfield 3722.



EMPLOYMENT



Education Coordinator – CUC Ovens Murray (Mansfield)

**Part-time
(FTE 0.6, hours negotiable)**

About Us

Country Universities Centre Ovens Murray is a not-for-profit community driven organisation, which is jointly funded by the Commonwealth Government under the Regional University Centre program, and key local support. CUC Ovens Murray is part of an affiliated network of the Country Universities Centre (CUC), which have centres located throughout regional NSW, VIC & QLD. CUC Ovens Murray provides a new opportunity to make higher education more accessible for students of all ages in our region. Our students have free access to high-speed Internet, modern technology, and general academic support all delivered locally at our three sites in Wangaratta, Corryong & Mansfield. Students also have the opportunity to build a network of like-minded fellow students and can take advantage of being part of a nation-wide learning community.

Your role

This is a highly rewarding and unique opportunity to shape the education landscape in the Ovens Murray region. As Education Coordinator at the Mansfield centre, you will work with the Centre Manager to implement the strategic plan which is set by the Board of Directors to increase access to higher education opportunities for the region, as well as coordinate the operation of the Mansfield centre. An important aspect of the Education Coordinator is to support the successful outcomes for CUC students. You will work with the Centre Manager to develop and implement a local marketing plan, foster and maintain relationships with stakeholders and represent CUC Ovens Murray at community events, along with supporting the successful outcomes for students in Mansfield and surrounds.

Who We Are Looking For

- A passionate and enthusiastic individual with initiative who can work independently on directed tasks;
- Strong collaborative skills with ability to build strong relationships with diverse stakeholders and work within a team;
- An individual who is dedicated, passionate and enthusiastic about creating opportunities for regional and remote students;
- Excellent written and verbal communication skills;
- Excellent organisation and time management skills.
- Demonstrated computer skills, including proficiency in Microsoft Office and social media knowledge

How to apply:

Email mark.vanbergen@cucovensmurray.edu.au to request a copy of the Position Description. Confidential enquiries can be made to Mark van Bergen on 0490 022 028.

To make an application:

You are required to submit a full CV and cover letter addressing key criteria as set out in the position description to mark.vanbergen@cucovensmurray.edu.au. Applications close Monday 3rd January 2022 at 5pm

EMPLOYMENT



FOOD SERVICES ASSISTANTS Casual / Permanent part-time positions available

Mansfield District Hospital is currently seeking a Food Services Assistant to join our Catering Services Unit and be responsible for the provision of meals to our patients and aged care residents.

You will be highly motivated to help others, have the capability to work well within our supportive team as well as independently and a good eye for the presentation of nutritious and delicious meals. A Health & Community sector, Food Safety Practices Certificate is essential. Past experience in a similar role is preferable, however full on the job training is provided.

CLEANERS Casual / Permanent part-time positions available

The opportunity to join and contribute to the domestic services team to support the provision of our health services is not to be missed.

The position calls for excellent interpersonal skills and the ability to work within a team or independently in a busy hospital and aged care environment. If you are highly organised, self-motivated and dedicated, we offer a rewarding working environment and great prospects. Experience is preferable, but not essential, as on the job training will be provided.

Full details are outlined in the Position Descriptions. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/or> from Hospital Reception. **Both applications close by 5pm on the Wednesday, January 19, 2022.**

Mansfield District Hospital is fully accredited across all services, committed to Equal Employment Opportunity and the principles of diversity in recruitment. Employment is underpinned by merit-based selection and successful applicants are expected to model the MDH Values and Expected Behaviours and abide by the Code of Conduct. Commencement is subject to a successful MDH Police Check and provision of an employee Working with Children Check.



WE ARE RECRUITING!

We are offering a number of opportunities to undertake meaningful work in your local community, while balancing your family's needs and other commitments.

Not qualified? We provide local opportunities to gain a qualification. Traineeships may be available.

Applications are open now for casual positions, with potential for transition to permanent part time:

- Disability Support Workers
- Aged Care Support Workers
- Domestic Assistants

For information about these roles and how to apply, please go to:

www.menziessupport.org.au/careers

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Mansfield Courier



EMPLOYMENT

CROWN CABS TAXI DRIVERS WANTED

Mansfield Area
Please contact
Eddie
0404 020 333
admin@
crowncabs.com.au

MANSFIELD MOTOR PANEL REPAIRS Panel Beater

Qualified or
apprentice,
immediate start,
wages negotiable.
All enquiries to
tanya.monichino@bigpond.com
or phone Greg
0400 066 989.



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EMPLOYMENT



HEALTH CARE WORKERS Permanent part-time/ Casual

Working closely with other multidisciplinary care providers at Bindaree Retirement Centre (Mansfield District Hospital), you will provide health and lifestyle care and assistance to our residents.

Delivering Great Care to our residents is central to this role. This position supports the day-to-day care needs of our residents in Bindaree Retirement Centre, delivering safe, effective, personal and connected care at MDH. A passion for working with the elderly, flexibility in rostering, a proven ability to prioritise tasks, self-manage and work within a team environment is essential.

The successful applicant will have as a minimum a Certificate III Individual Support, Aged care or equivalent nationally accredited certificate at Australian Quality Framework Level 3 or equivalent as recognised by the employer awarded by a Registered Training Organisation. Previous experience working as a Health Care Worker preferred but not essential.

Full details are outlined in the Position Description. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/or> from Hospital Reception.

Please submit your completed application and resume to the Human Resource Manager honi.smith@mdh.org.au by **5pm on Friday, January 14 2022.**

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Email your advert
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Courier Classifieds Mansfield's Marketplace

EMPLOYMENT



Local commercial and residential builders seeking **carpenters, apprentices and/or labourers** to join a highly motivated and dedicated team.

Permanent positions available for the right personnel.

Please call or email
Lachie Cronin 0409 796 126,
croninconstruction1@bigpond.com



Administration / Office Manager

We are looking for a friendly, confident, experienced Administration / Office Manager to join our team here at Red Hills Accounting. This position is Full time, 5 days a week, immediate start. Our office is 90% paperless, you must be experienced in using office procedures including Microsoft Office 365, word, excel, emails, have excellent organisation and communication skills. A working knowledge of MYOB Quickbooks and Xero is also required and previous experience in public practice office would be advantageous but not necessary. Equal opportunity employer and Covid19 Vax is necessary. Please forward your resume and cover letter to info@redhillsacc.com.au Applications are completely confidential.