



[STAR Community Services](#) is looking for an enthusiastic and dedicated Scheduler to join their team in Cleveland. STAR Community Services LTD is a leading not-for-profit organisation providing transport, aged care, and disability support services to the elderly, frail, and those with disabilities. STAR is proud to support members of our community to enjoy a healthier, independent life. We are currently servicing Redlands, Ipswich, Logan, Gold Coast & Toowoomba areas.

What you'll be doing

As a scheduler you will manage the scheduling requirements for the Redlands region, including the update of procedures according to Routematch changes, and change of transport requirements. As a scheduler you will have experience in the Community Services industry demonstrating professionalism, punctuality timely and effective resource allocation across service areas to deliver high quality support to clients in a manner that is reflective of STAR's Community Services' values of respect, dignity and empowerment. You will have a confident and friendly demeanour, resilience, self-motivation and determination. You will also have a mature outlook, problem solving skills, an ability to listen and work respectfully and appropriately with people from diverse backgrounds. You are looking to work with a quality driven organisation with a strong client focus, putting the client at the centre of everything you do.

What the role involves:

- Manage the daily scheduling program, finalising the vehicle runs and Driver manifests for the following working day.
- Manage availability of drivers and vehicles for scheduling – involves working with the Logistics Team Leader to ensure knowledge of changes
- Manage late changes and emergency add-ins to daily schedules
- Manage printing and e-mailing of Drivers Manifests by end of day
- Monitor practicality of Routematch parameters in terms of allowing Drivers realistic times for pick-ups & drop-offs
- Delivery of pick-up times to Call Centre staff by 2pm daily
- Make recommendations to Logistics Team Leader for Routematch changes
- Email the hospital runs to Mater, PA,

Benefits for joining STAR:

- Salary Packaging
- Being part of a culture that makes a daily difference in people's lives.
- The opportunity to work with an extended supportive team of passionate and dedicated professionals
- A chance to be part of one of Queensland's most well respected and recognised non-profit organisations
- Exceptional support from a proactive management team.

Remuneration:

- This is a Level 2 position paying \$29.12 per hour under the Social, Community, Home Care & Disability Services Industry Award 2010.

Apply Today

To apply for this role, email your letter of application & resume to nlekatis@starct.org.au.

Applications close Monday 27th June at 4.30pm.