

# Home Based Services Coordinator and Intake Officer, Part Time Ongoing

The Home Based Services Coordinator and Intake Officer plays a key role in supporting clients to access quality in-home and community-based services. This position is responsible for coordinating care and services for clients under programs such as CHSP and HACC PYP, managing intake and referral processes, conducting client onboarding and care plans, and ensuring services align with individual care plans and assessed needs.

The role works closely with clients, families, staff, contractors, and external stakeholders to ensure responsive, person-centred support while maintaining compliance with accreditation standards, organisational policies, and funding requirements. The position also provides administrative support, assists with service coordination, and contributes to continuous improvement within the Home Based Services team.

## Why Join Our Team

Omeo District Health is a publicly funded, small rural health service located in East Gippsland's high country. This spectacular Alpine region of Victoria is a lifestyle destination with Dinner Plain, Mt Hotham and Falls Creek Alpine snow resorts a short drive away. A great place to enjoy many outdoor pursuits.

Omeo District Health (ODH) provides attractive conditions including generous salary packaging.

## Should you wish to discuss the role further please contact:

**Leanne McKenzie, Home Based Services Manager on 5159 0100 or via email to:**

[leanne.mckenzie@omeoohs.com.au](mailto:leanne.mckenzie@omeoohs.com.au)

**To apply, please submit a cover letter and resume to:**

[recruitment@omeoohs.com.au](mailto:recruitment@omeoohs.com.au)

**Applications close 5pm on Friday 12<sup>th</sup> June 2026**

*Omeo District Health is a merit-based equal opportunity employer and encourages applications from people of all cultural backgrounds, including diversity (LGBTIQ) and people with a disability.*