

## **VCOD Employment**

Thank you for your interest in VCOD.

There are no employment positions currently available.

## **Other Employment**

Employment positions outside VCOD will pop up in this area, please check our website from time to time

- Auslan Teacher – Maharishi School in Reservoir, Melbourne, Victoria
- Project Officer (Mentoring and Support) – VWDN, Melbourne, Victoria
- Receptionist/Clinical Support Coordinator – Hearservice, Melbourne, Victoria
- Baby Sitter – Melbourne, Victoria
- Auslan LOTE – Rosanna Golf Links Primary School
- Auslan LOTE - Manor Lakes P - 12 Specialist College

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## **Auslan Teacher Required**

Maharishi School in Reservoir wishes to employ an Auslan teacher for Monday afternoons 2010. Our students have been learning Auslan for 18 months and are keen to continue.

We require a registered teacher or a person with Permission to Teach from the VIT. Please address expressions of interest by email to Frances Clarke, [frances@maharishischool.vic.edu.au](mailto:frances@maharishischool.vic.edu.au) or phone 94622888.

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## **Applications close 9am on Monday 8th February 2010**

### **PROJECT OFFICER (Mentoring and support)**

Victorian Women with Disabilities Network is a small and vibrant organisation of women with disabilities working for all women with disabilities in Victoria. We have a disability friendly work environment.

We are seeking a highly motivated and enthusiastic woman with a disability to develop a mentoring support system for our members in their representation and leadership roles.

Initially the position will be for a fixed period, initially for 9 months with potential for continuation.

Further enquiries and requests for the position description can be made by phoning 9664 9317 or the position description can be downloaded from <http://www.vwdn.org.au>.

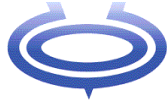
[Click here](#) for the position description

Applications in response to the key selection criteria marked confidential are to be addressed to Keran Howe, Executive Officer, VWDN, GPO Box 1160, Melbourne 3001, or email [keran.howe@vwdn.org.au](mailto:keran.howe@vwdn.org.au)

VWDN has exemption from the Equal Opportunity Act to employ women with disabilities only

E.O Exemption No. A182/2008

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## Applications close - Wednesday 4 February 2010

### Receptionist/Clinical Support Coordinator

- Full Time Role
- Dynamic Team
- Exciting Opportunity

With the expansion of **hearservice** to East Melbourne, an opportunity has arisen for a friendly, professional and courteous Receptionist/Clinical Support Coordinator.

This role will be the positive first point of contact for all clients and visitors and will also offer a high level of administrative support to the entire **hearservice** team.

The position will undertake a number of receptionist and administrative duties on a daily basis and will provide some basic service and support to the clinicians through ensuring the repairs of hearing aids and management of stock is undertaken.

Your reporting writing skills, ability to use and learn new software, excellent administration skills including record keeping, key board and data entry skills, well developed organisational and time management skills, well developed interpersonal and communication skills (both verbal and written) and a passion for outstanding customer service makes this position a perfect fit for you!

If this role sounds like your next career move then do not hesitate to apply!

Please download the position description here:

[Position Description – Receptionist/Clinical Support Coordinator](#)

All applications including a current resume, cover letter and [pre-employment application](#) form can be sent to: Gina Bertsch, Manager **hearservice** & Rehabilitation via [gbertsch@vicdeaf.com.au](mailto:gbertsch@vicdeaf.com.au)

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### Baby Sitter

Braybrook near Footscray

Contact via email to Naomi Durston - [n\\_durston@yahoo.com.au](mailto:n_durston@yahoo.com.au)

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## Distributed December 2009 – Best to check with Tanya Jizba for closing date

### Sunshine Secondary College has 2 Education Interpreter positions available for 2010 - Full time 1.0 and Part time .6

This equates to an Interpreter for 5 days per week and another for 3 days per week. However, four days and four days will be considered.

Please contact the Deaf Facility to inquire or express interest on 3961 9022.

<http://www.aslia.com.au>



***Victorian Council of Deaf People***

Tanya Jizba  
Education Interpreter  
Sunshine College

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