



Roster Clerk/Administration Relief

Multicultural Aged Care Illawarra

Multicultural Aged Care Illawarra is a stand-alone 100 bed aged care provider created for social purpose and aging in place. We provide care and support for older people from culturally and linguistically diverse backgrounds, who originate from over 24 countries. Our consumers come first, and our employees follow closely behind in the list of the organizations' priorities.

Position Purpose

The Roster Clerk/Administration relief role will be responsible for the effective allocation of shifts to ensure the continuity of care to our customers.

The administrative element of the role will be to assist with answering and responding to calls and to assist the Human Resource Officer with clerical duties such as interview coordination, documentation, and filing.

This role requires a high level of customer service, empathy, the ability to multi-task and be able to work in a fast paced and constantly changing environment.

The ideal candidate will have:

- Previous experience matching human resources to shifts within an aged care environment
- High level organisational and communication skills and attention to detail
- Excellent computer skills

Key Responsibilities will include:

- Creation of the roster on a regular basis in accordance with EA requirements

- Liaise with Director of Care, Care Manager, HR Officer, RNs and staff to understand roster needs and make amendments accordingly
- Use IT systems efficiently
- Liaise with external contacts when required to ensure effective service delivery
- Perform administrative tasks to meet obligations placed on the organisation by legislation, funding bodies and best practice
- Manage time to ensure tasks are performed effectively and efficiently
- Perform all tasks with confidentiality and privacy as a priority
- Identify, communicate and implement improvements to enable the company and the performance to grow efficiently
- Reports issues of concerns and celebration to the care manager
- Conduct clerical duties including filing
- Work with management team to conduct workforce planning to improve the supply of care workers
- Developing and maintaining effective relations with customers and team members through clear communication

We will provide you with:

- A caring and supportive environment
- Corporate Uniform
- Attractive remuneration package and salary packaging

If you are looking to make a positive impact, we would love to hear from you.

Application Process

- Please apply via the relevant recruitment site
- For general enquires, contact Klaudia Dawson - Human Resource Officer on [4276 3212](tel:42763212)
- **Applications Close 17th April 2021**

Important Information

Recruitment for this position will include several stages including interviews, reference checking, pre-employment medicals, and a National Criminal History Check.

Recruitment agencies need not apply.