

## Quality & Compliance Coordinator



Highbury, Adelaide

Full-time

Base salary + Super + Salary Sacrifice

**An exciting opportunity for an experienced Quality & Compliance Coordinator at a progressive Aged Care provider in North-Eastern Adelaide.**

Warrina Homes was established in 1972 and is recognised as a leading not-for-profit Aged Care provider in the North-Eastern suburbs of Adelaide. Our operations span across five Retirement Living Communities, three Residential Aged Care Facilities and Serviced Apartments. Guided by Christian Values, care, teamwork, sustainability and being a good corporate citizen, Warrina Homes provides person-centred care, based on individual preference and choice. In addition, we maintain a full spectrum of care that seeks to meet our Residents' physical, spiritual and emotional needs. Currently we are seeking an experienced, enthusiastic and motivated Quality & Compliance Coordinator with a passion for people.

This position offers you the opportunity to work collaboratively with the Leadership team and Coordinators in ensuring that governance is maintained at all levels and in all areas of the organization. Also, you will ensure that all legislative compliance and quality systems are developed and maintained, using a risk management approach, to enable the effective and efficient operations. And you will support the service excellence culture, vision and mission of Warrina Homes.

### Key responsibilities of this role:

- Identify and participate in opportunities for improvement in the delivery of service to the Residents and contribute to the Continuous Improvement process.
- Assist and support the Manager to ensure that all activities are carried out in compliance with various rules and regulations.
- Develop and maintain the Compliance Obligation Register for Warrina Homes
- Ensuring that Policies & Procedures are updated and communicated timely to staff.
- Prepares and maintains all program compliance documentation as required.
- Assist in development and maintenance of Governance documentation as required under the Aged Care Standards
- Keep abreast of legislative changes and discuss potential impacts with Manager.
- Coordinate and lead all internal and external audits in lines with internal audit schedule.
- Support with Secretarial duties as necessary.

### What we are looking for:

- Bachelor's degree in Commerce or Law.
- At least 2 years' experience in regulatory, quality, audit or compliance roles in healthcare would be highly beneficial.
- A positive upbeat person with experience in implementing governance processes.
- Excellent communication, reporting, writing and auditing skills.
- A great eye for detail with a passion for systems and continuous improvement.
- Experience in the application and administration of work health and safety systems .
- Passionate about the delivery of quality care and services to the elderly.
- Valid Australian working rights.
- Current Flu Vaccination.

- COVID-19 Vaccinations including Booster is recommended.
- Current Aged Care specific Police Clearance (or willing to obtain).
- High level understanding of the issues faced by aged care residents their families and staff.
- Effective time management skills and the ability to work under pressure whilst maintaining a positive and enthusiastic attitude.
- An honest, reliable person who are empathetic with the Christian philosophy of Warrina

**The benefits to you:**

- An attractive salary with access to salary packaging (up to \$15,899 for general living expenses plus \$2650 for meals and entertainment).
- Opportunity to have a direct positive impact on the lives of elderly people.
- Supportive and friendly team that will help you to rise to the challenge.
- A great workplace culture where all employees are valued.
- Company that encourages a growth mindset.
- Access to an Employee Assistance Program.

*Warrina Homes is a non-smoking workplace.*

**To be considered, simply click the 'apply' button or email your resumé and cover letter with subject 'Quality & Compliance Coordinator' to [recruitment@warrinahomes.com.au](mailto:recruitment@warrinahomes.com.au). Applications will be assessed on submission and may close prior to 11 November 2023.**

We thank all applicants for your interest and advise that only short-listed applicants will be contacted.