

Rostering Coordinator



Ingle Farm
Healthcare & Medical
Rostering / Human Resources
Base + Super + Salary Sacrifice + Full-Time

The ideal opportunity for a motivated HR and Rostering professional who want to make a difference in the lives of the elderly in our growing not-for-profit organisation.

Warrina Homes was established in 1972 and is recognised as a leading not-for-profit Aged Care provider in the North-Eastern corner of Adelaide. 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 self-motivated Rostering Coordinator with a passion for people to join our growing HR Team.

You will be responsible for efficiently rostering and allocating employees within the organization, and you will thrive in this role as you embrace your genuine people-focussed approach. Also, you will oversee shifts not filled and liaise with Clinical Managers regarding strategies for staffing. Working closely with the Human Resources and Leadership Team, you will need to ensure consistent compliance with legislation and Warrina Homes policies and procedures.

What we are looking for:

- Proven experience in rostering and allocation systems.
- Strong people-focussed approach.
- Ability to maintain strict confidentiality in all aspects of the role.
- Ability to build rapport and demonstrate respectful interactions with employees and other stakeholders.
- Effective time management and problem-solving skills.
- Ability to balance working independently and well as work as part of a team to contribute to achieving the team's objectives.
- Able to work under pressure whilst maintaining a positive and enthusiastic attitude.
- Honest and reliable.
- Excellent written and verbal communication skills as well as proven strengths in collaboration, networking, and lateral thinking.
- High level of computer literacy.

The role requirements:

- Facilitate, maintain, and update employee rosters in collaboration with managers and supervisors.
- Oversee shifts not filled and liaise with the Clinical Team regarding strategies for staffing.
- Liaise with employees and assist in identifying rostering trends and issues.
- Be informed of conditions of employment associated with Awards and/or Enterprise Agreement provisions.
- Prepare variation to employment offers, as staff employment status changes or changes to their rostered shifts.
- Assist the Management with staff development activities and induction as required.
- Assist with general employee enquiries.

- Administration support to ensure rostering and Human Resources functions are maintained within the organisation.
- Maintain employee records and record keeping systems.
- Assist with the reporting functions as required.
- Other duties as directed in accordance with the scope and responsibilities of the position.
- Foster and promote a positive corporate culture amongst employees.
- To be a role model in supporting and affirming the service excellence culture, Vision and Mission of Warrina Homes.
- Identify and participate in opportunities for improvement in the delivery of service and contribute to the continuous improvement process.
- Comply with work directives, policies and procedures.
- Comply with the requirements of workplace Health and Safety to ensure a safe workplace for all.

The benefits to you:

- Market-related salary with access to salary packaging.
- Opportunity to have a direct positive impact on the lives of elderly people.
- Access to an Employee Assistance Program.
- Supportive and friendly team that will help you to rise to the challenge.
- A workplace where all employees are valued.
- Company that encourages a growth mindset.

Requirements:

- Relevant tertiary qualifications would be beneficial.
- Valid Australian working rights.
- Hold a valid driver's licence.
- Current Flu Vaccination.
- COVID-19 Vaccinations including Booster is highly recommended.
- Current Aged Care Specific Police Clearance (or willing to obtain)

Warrina Homes is a non-smoking workplace.

To be considered, simply click the 'apply' button or email your application with subject 'Rostering Coordinator' to recruitment@warrinahomes.com.au. Applications will be assessed on submission and may close prior to 13 December 2023.

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