

## Quality & Compliance Officer



Highbury, Adelaide

Full-time

Base salary + Super + Salary Sacrifice

### **An exciting opportunity for an experienced Quality & Compliance Officer 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 Officer with a passion for people. Reporting to the Head of Governance and Compliance, this position offers you the opportunity to work collaboratively with the leadership team and coordinators to ensure that governance is maintained at all levels and in all areas of the organisation. Additionally, you will ensure that all legislative compliance and quality systems are developed and maintained, using a risk management approach, to enable effective and efficient operations. Moreover, you will support the service excellence culture, vision, and mission of Warrina Homes.

#### **Key responsibilities of this role:**

- Assist and support the manager in ensuring that all activities are carried out in compliance with various rules and regulations.
- Develop and maintain the Compliance Obligation Register for Warrina Homes.
- Take responsibility for policy management and communication.
- Assist in the development and implementation of business continuity plans for the organisation.
- Coordinate and update the Corporate Continuous Improvement plan.
- Prepare and maintain all compliance documentation as required under the Aged Care Standards.
- Stay abreast of legislative changes and discuss potential impacts with the manager.
- Assist in conducting annual surveys under the Aged Care and the Retirement Villages Act.
- Assist in the review and implementation of a Risk Management program.

#### **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.
- Experience in regulatory, quality, audit or compliance roles in healthcare would be highly beneficial.
- A great eye for detail with a passion for systems and continuous improvement.
- Valid Australian working rights.

- Current Flu Vaccination and COVID-19 Vaccinations including Booster is recommended.
- Current Aged Care specific Police Clearance (or willing to obtain).

**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.

*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 Officer' to [recruitment@warrinahomes.com.au](mailto:recruitment@warrinahomes.com.au). Applications will be assessed on submission and may close prior to 24 February 2024.**

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