

Eldercare

Job and Person Specification

Roster Scheduler

Code:	CSJD96
Classification:	Non Award/Negotiated Package
Reports To:	Roster Coordinator
Approved By (Title):	GM People and Culture
Approved By (Signature):	
Date of Approval:	

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Purpose, Values and Strategic Directions of Eldercare.

Acknowledged By Employee:	
Name of Employee:	
Date of Acknowledgement:	



Eldercare

Our Purpose

Delivering peace of mind with our care.

Our Values

Respect

Value in Action - We protect the dignity, rights and values of individuals

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

Accountability

Value in Action - We are all responsible for working safely and with integrity

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

Connection

Value in Action - We develop vibrant and supportive relationships based on warmth and generosity

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.



Our Diversity & White Ribbon Commitment

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

JOB SPECIFICATION

Summary of the broad purpose of the position in relation to organisation goals

The Roster Scheduler will be responsible for roster functions for Eldercare sites in accordance to established policies and procedures.

Reporting/Working Relationships

- Reports directly to the Roster Coordinator on a day to day basis.
- Works collaboratively with all staff.

Special Conditions

- Flexibility to work a rotating roster, Public Holidays and on-call hours may be required.
- Police Clearance Certificate relevant to the Aged Care industry is essential.
- The position is based at Head Office but some travel to sites will be required.
- Must hold a current SA Driver's Licence.

Statement of Key Outcomes and Associated Activities

- Preparation and distribution of schedules taking into account award requirements.
- Available to provide on-call assistance regarding unplanned leave to Eldercare staff on a rotating basis.
- Organise replacement staff for periods of absence, both planned and unplanned, to ensure roster requirements at site are met.
- Verification of hours worked by Eldercare staff based at sites.
- Ensure effective use of Eldercare staff to minimise agency usage and provide continuity of care to residents.
- Monitor unplanned leave and liaise with Site Operations Managers.
- Coordination of the casual relief pool for Nursing and Personal Care, Lifestyle and Site Administration staff.
- Attend to staff enquiries regarding rosters and leave.

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- Update staff details in rostering system including care skills and employee type.
- Enter training and meeting details in rostering system for staff ensuring notifications are sent prior to training and meeting dates.

WHS Responsibilities

All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS documents
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

For positions with Supervisor responsibilities:

- Ensures all employees under their control carry out their roles and responsibilities as detailed in relevant WHS policies, procedures and WHS and Injury Management Plan.
- Maintains compliance with all WHS policies and procedures by regular performance review.
- Ensures that all employees, including agency staff and contractors under local control, are appropriately inducted and trained, and that site training plans and records are maintained.
- Provides relevant WHS information and ensures appropriate training is provided
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review.
- Maintains appropriate records as required by Eldercare.
- Ensure all non-conformances identified in internal audits are rectified.
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.

PERSON SPECIFICATION

Essential Minimum Requirements

Personal Abilities/Aptitude/Skills

- Excellent attention to detail and accuracy.
- Proven strong organisational skills to enable arrangement and coordination of schedules.
- Ability to resolve rostering needs in a fast paced and changing environment whilst considering related industrial instruments.
- Well-developed written and verbal communication skills with the ability to liaise with a broad range of stakeholders in order to establish and maintain positive working relationships.
- Ability to maintain confidentiality.
- Exceptional customer service skills.
- Exceptional time management skills and an ability to work under pressure.
- Ability to prioritise workloads and meet deadlines.
- Problem solving skills to assist with resolving day to day issues.
- Ability to work with limited direction whilst working as part of a team.
- Ability to work a flexible roster.
- Demonstrated ability to work effectively in a team environment.

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Qualifications/Experience

- Minimum 3 years experience in a similar role in a complex rostering environment.
- Proven experience in the management of rosters for a large number of employees over a 24 hour roster.
- Intermediate knowledge of Microsoft Office applications for Word, Excel and Outlook.

Knowledge

- Knowledge of award interpretation, policies and procedures.

Desirable Characteristics

Qualifications/Experience

- Certificate III or equivalent tertiary qualification in relevant field.
- Experience with Aurion and Riteq software would be highly regarded.
- Rostering experience in a Health Care or Hospitality environment.

Knowledge

- Knowledge of Aged Care Legislation and Aged Care Award 2010.