



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	Administration Officer (Rostering)	<b>Service:</b>	Salem Lutheran Aged Care
<b>Department:</b>	Aged Care	<b>Revised:</b>	April 2016
<b>Conditions:</b>	LCC Aged Care Services Enterprise Agreement 2013 Clerical Level 3		

### Purpose of the role

To coordinate the rostering system, including the maintenance of related documents, and contribute to the efficient and effective operations of Salem.

### Operating environment

This position is located in Toowoomba at Salem Lutheran Aged Care of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, family and youth support, disability and chaplaincy in South-East Queensland. The department of LCC is governed by the LCC Council and managed by the Chief Executive Officer.

### Salem Lutheran Aged Care

Comprises of services at two separate locations in North and South Toowoomba; with a total of 143 residential places to older Australians including a 14 room specialist dementia unit with a focus on community living and involvement and provides 28 Home Care Packages within the local community.

### Reporting relationships

This position reports to the Service Manager and works in close collaboration with department heads and the HR and Payroll teams in LCC's Support Centre based in Brisbane.

### Major responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Coordinate the timely collation, distribution and maintenance of 24 hour, 7 day rosters;
- Consult, liaise and negotiate with staff as required;
- Complete end of fortnight roster reconciliations;
- Provide roster and payroll information to managers and staff, including payslips, as requested and appropriate;
- In liaison with Support Centre advice, interpret the LCC Aged Care Services Enterprise Agreement 2013;
- Undertake reporting and analysis of rostering data;
- Act as reception and administration relief as required.



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### **Qualifications and experience**

The incumbent may possess previous experience in the collation and maintenance of 24 hours, 7 day electronic rosters for approximately 150 staff, as well as problem solving skills and a proven ability to work to deadlines with strict attention to detail.

An intermediate understanding of Awards and/or Enterprise Agreements is required. The incumbent will possess proficient verbal and written communication skills as well as demonstrate a customer service focus to their work. This position requires maintenance of a positive federal police check.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.