

POSITION DESCRIPTION

Position Title:	Rostering Coordinator
Reports To:	Workforce Development Manager
Supervising:	N/A
Liaises With:	Case Managers & Care and Support Staff
Location:	Lyndell White House (Coburg) or Keysborough Office
Classification:	Wintringham EBA
Hours:	Fixed Term Part Time

Program Description:

The objective of the position is to:

- Responsible for all aspects of the rostering for Wintringham's community program
- Co-ordinating bank staff and holiday relief

Responsibilities/Duties:

- Take calls from staff when they call in sick, inform Case Managers and cover vacancies
- Notify Carers, Case Managers and clients of any rostering changes
- Co-ordinate rosters around sick and annual leave
- Co-ordinate the coverage of client appointments and meal delivery
- Identify areas of shortfall and develop strategies to address
- To coordinate the preparation of fortnightly staff timesheets
- Roster preparation and ensuring carers have a hard copy
- Ability to maintain rosters on Gold Care
- To ensure confidentiality is maintained at all times.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

Health & Safety Responsibilities:

As a Wintringham employee you have the following responsibilities under the OHS Act 2004:



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- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Skills/Experience:

Essential

- High level computer skills
- Ability to relate to staff all levels
- Ability to work at a high level of autonomy, prioritising work within established policies, guidelines and procedures
- Ability to work in a team environment
- Ability to handle difficult situations
- Ability to maintain a customer service focus under pressure
- Excellent communication, interpersonal skills, diplomacy and tact

Desirable

- Knowledge of rostering systems would be advantageous, but not essential.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

