

POSITION DESCRIPTION

Position Title:	Roster Coordinator
Direct Supervisor:	HR Officer
Direct Reports:	Nil
Key Relationships:	HR Officer; Community Scheduler; Facility Manager; Clinical Nurses; Payroll Officer.
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to ensure the effective coordination of staff rostering for the Residential team and to support the HR team with various administrative tasks.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all CapeCare policies and procedures. ▪ Own conduct and approach aligns with the CapeCare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Nil formal qualifications required. 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ A high level of proficiency with computer software systems, including all Microsoft suite; ▪ Well-developed time management and organisational skills; 	

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- Ability to multitask and prioritise work load;
- Proactive approach to problem solving;
- Ability to work efficiently and effectively without supervision;
- The ability to build positive working relationships;
- Excellent written and verbal communication skills.
- Ability to work effectively within a team environment;
- Resilient personality.

RELEVANT EXPERIENCE: (Detail the required level for recruitment)

- Minimum of 12 months experience within a similar position, ideally within a health setting;
- Experience in using workforce management programs (TimeTarget);
- Experience in using HRIS programs would be seen as beneficial (HR3)

KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)

Rostering:

- Ensuring the Master Roster Template is fully staffed for all residential clinical roles;
- Creating the fortnightly rosters at least one month in advance;
- Updating the rosters and ascertaining vacant shifts for that roster period;
- Ensuring rosters are displayed in line with relevant legislative requirements;
- Ensuring staff are aware of vacant/available shifts (via notice boards, SMS);
- Filling vacant shifts via different mechanisms (see above) and in accordance with approved rostering process;
- Liaison with Labour Hire Agencies to fill vacant shifts;
- Management of staff leave levels and ensuring planned leave is covered in advance;

Administration:

- Assist the HR Officer with all on-boarding requirements for new starters;
- Inputting and managing all employee data into the relevant HRIS programs;
- Managing the online employee training modules via Bridge;
- Assist the HR Manager with any relevant ad-hoc or project work as required.

Note: *The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.*

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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