

Occupational Health and Safety Officer

UnitingCare Ageing, Sydney Region

- **Not for Profit Organisation**
- **Salary Packaging available**
- **Fully maintained vehicle**

UnitingCare Ageing Sydney Region, located in Leichhardt, covers the Inner West and Eastern Suburbs of Sydney. The Region comprises 13 residential services and 18 community care services in addition to 70 self-care units.

We have an excellent opportunity for an Occupational Health and Safety Practitioner to join our Regional team and assist in the implementation of the Regional OHS Management System. Reporting to the Regional Manager Health Safety and Wellbeing, your responsibilities will include, but not limited to:

- End-to-end management of the RTW program and full administration of the claim process
- Conducting initial and worksite / workplace assessments
- Design and implementation of Manual Handling Program
- Preparation of OH&S and Injury Management statistical information and writing expert reports
- Working with the OH&S Committee to foster a consultative approach to OH&S matters
- Participate in, and contribute to associated OH&S programs and initiatives

To be successful in this role we are seeking:

- Relevant qualifications in OH&S or allied health
- Advanced Rehabilitation (Return to Work) Co-ordinator certificate
- Solid knowledge and experience in NSW Workers Compensation System
- Proven track record in liaising and negotiating with insurers, health professionals and injured workers
- A proactive approach to OH&S ownership and a 'can-do' attitude
- Superior verbal and written communication skills
- Intermediate-advanced computer skills; especially Microsoft packages
- Certificate IV in Training and Assessment

This could be the career role you have been looking for to either consolidate or springboard your career in OH&S, while working in a dynamic team environment. If you are committed to promoting and administering effective health and safety in the workplace and enjoy the positive benefits this brings to the workforce, we are keen to hear from you.

For more information or a confidential discussion regarding this role please contact Katrina Sutton, Regional Manager Health Safety and Wellbeing on 02 9568-8007. For an application kit including a detailed Position Description, please contact Karen Atkins on 02 9568 8043 or karen.atkins@sydneyagedcare.org.au

Applications close Friday 13 August 2010

We are an EEO employer. A current Police Certificate is required

All applicants are required to meet the requirements of a criminal history check as per the Aged Care Act.

www.unitingcareageing.org.au