

Roster Clerk

Lilyfield

- **Challenging Role – Community Care Services**
- **High Level People Skills**
- **'Salary Packaging' available**

UnitingCare Ageing is one of the largest aged care providers in NSW and the ACT. The Sydney Region provides care to over 1,500 older people through residential and community care programs in the **Inner West** and **Eastern Suburbs**.

UnitingCare Ageing is seeking to fill a very important role - their Roster Clerk for their Community Care Programs located in Lilyfield.

You will be able to maintain a patient, positive and welcoming manner at all times, be well organised and offer a professional service to all staff and clientele. You will have the ability to exercise initiative, judgment, courtesy and discretion. It is important that you have experience in dealing with people.

We are looking for:

- An empathy with older people
- Excellent written and verbal communication skills
- Intermediate to advanced computer literacy in Microsoft Access, Word, Excel and Outlook

Experience with the following:

- Have extensive staff rostering experience
- Be competent in use of rostering databases and generating roster reports
- Have knowledge of the community and health care systems
- Liaising with allied health, staff and clientele
- Working within a team environment

Desirable:

- Be highly organised
- Have excellent communication skills
- Previous experience in Aged Care, Community service or similar field
- Proven ability to deal with the public
- Second Language

Please email your resume with a covering letter detailing the appropriate experience to Recruitment Coordinator, Sydney Region
Email: careers@sydneyagedcare.org.au

Aboriginal and Torres Strait Islander people are encouraged to apply.

UnitingCare Ageing offer a supportive and friendly team environment, we are an EEO employer. Only people with the right to work in Australia may apply for this position. Relevant criminal record checks and a physical functional assessment shall be conducted on applicants recommended for employment/appointment to positions within UnitingCare Ageing.

www.unitingcareageing.org.au

