

## **Roster and Administrative Person - PPT**

Northern Settlement Services Ltd  
Newcastle, Maitland & Hunter

### **About the role**

NSS is seeking an enthusiastic and highly motivated Roster / Administrative person with Aged Care experience to coordinate and facilitate the planning, preparation, publishing and administration of rostered shifts to Care Support Staff. This position is a job share position (2 days - 14 hours per week) based at our Newcastle (Hamilton) office, and will offer the successful applicant excellent opportunities to utilise their wide range of skills including, coordination, interpersonal and program delivery capacities. This position works closely with the Aged Care Manager, Team manager and Coordinators.

### **SELECTION CRITERIA**

#### **Essential**

- Qualifications in a relevant field of study related to Aged Care
- Exceptional organisation and problem solving skills
- Proven excellent verbal and written communication skills
- Proven ability to work under pressure in a busy environment
- Proven excellent conflict resolution skills
- Current C-Class driver's licence.
- First Aid Certificate
- National Police check and Working with Children Check (WCC).
- Willingness to be fully vaccinated against COVID 19 and Influenza.

#### **Desirable:**

- Bi-lingual in a community language

### **Diversity Statement**

NSS is committed to promoting social inclusion and productive diversity, including by seeking diversity within our workforce. We encourage and welcome applications from diverse community groups and ages including people of CALD backgrounds. NSS adheres to the principles of equal employment opportunity. For further information about NSS please visit [www.nsservices.com.au](http://www.nsservices.com.au)

### **Apply now!**

All applications will be managed via SEEK. Applications will close on the 26th of November 2021. Due to the high volume of applicants received for our advertised positions, only those applicants who are short listed will be contacted.

Prior to an offer of employment being made, candidates will be eligible to work in Australia, and undertake relevant background checks including a Police Check and Working with Children Check.

**To enquire email: [t.gemmell@nsservices.com.au](mailto:t.gemmell@nsservices.com.au) or phone [\(02\) 4969 3399](tel:0249693399) now!**