



Carrington

LIVING·CARE·COMMUNITIES

enabled to care

## **Scheduling Coordinator** **Community Care**

**Full time – Monday to Friday with rotating on-call duties**

Carrington Community Care is a leader in the provision of in-home aged care services in Sydney's South West. We are seeking an energetic and service oriented individual to join our Community team.

### **About the Role:**

Working closely with our Client Care Managers, this role is key to ensuring our aged clients receive the care and services needed to support them living independently. Your focus will be to ensure staff are allocated and rostered to shifts, leave management, and coordinating factors such as travel time and care needs to ensure appropriate provisions of staffing resources.

### **Your key responsibilities:**

- Scheduling staff to fulfil the service requirements in Community Care
- Coordinating workforce planned leave
- Effectively communicate service delivery schedules with clients and staff
- Ensuring services are scheduled within budgeted frameworks and ensuring efficiency in workforce allocations
- Support Community Manager with HR functions

### **Key Selection Criteria:**

- Previous scheduling experience within Community or Aged Care industry will be highly regarded
- Proven experience with Scheduling & Client Management Systems
- Proven ability in building and maintaining relationships with stakeholders
- Well-developed organizational skills with strong attention to detail
- Knowledge of Procura system would be desirable
- Ability to apply high level IT problem solving skills

In return you will receive competitive remuneration, excellent working conditions, full NFP salary packaging benefit, an additional public holiday each year and access to ongoing formal professional development. Offer of employment will be subject to a national criminal check specific to vulnerable persons and Covid vaccination evidence.

Applications in writing should be sent to the Human Resources Advisor,  
e-mail: [recruitment@carringtoncare.com.au](mailto:recruitment@carringtoncare.com.au)

**Applications close: Friday 10 December 2021**

*Please Note: We will not respond to unsolicited emails from recruitment agencies or applications from outside Australia*