

Rostering Officer - Daily Management

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Company: Operations Wembley

Location: Western Australia

Category: other-general

We are Activ . We are Customer Driven , Listen Loudly , we Dare to Try and Deliver on Promises . As a team, we are a fantastic collection of diverse individuals all coming together to achieve a common goal which is to support those living with disability to live the life they choose. If you're looking for an opportunity where you can really make a difference and our Values resonate with yours, then come join us! We offer generous benefits such as: - Salary-sacrificing options up to \$18,550 to increase your take-home pay Options for work-life balance Training through Activ's RTO Various staff benefits from our corporate partners Employee assistance and wellbeing program An accepting and open environment to work and thrive in while giving back to the community About the role The Rostering Officer at Activ, reports to Rostering Team Leader and is responsible for coordinating rosters for our accommodation and community teams across all areas of the business. This fantastic opportunity in a high energy and demanding but rewarding role, which is well balanced with banter and laughter amongst the team promoting a fun team environment. Hours: 9am - 6pm with an RDO or 10am - 6pm with No RDO Must also be available for any changes that may occur and be flexible to work between 6am - 6pm. A typical day in the role may look like.....

Arranging replacement direct care staff to cover sick leave, planned/unplanned absences Working with front line leaders to resolve areas of concerns or poor staff response to roasting needs Undertaking roasting and administration tasks efficiently and liaise with staff, Team Leaders and Team Manager regarding rosters Liaising with Payroll to respond to staff enquiries regarding pay issues promptly The ideal candidate will have:- A passion for providing service and assistance in the community; Prior experience in workforce

deployment, scheduling and coordination of large teams desirable; Ability to work to strict deadlines and multitask; Well-developed conflict resolution skills and strong administration and communication skills; An understanding of and experience with the Disability or Aged Care Service sector is highly advantageous but not essential. Submitting your application is easy , all we need is your current CV and a few questions answered and then one of the team will be in touch. As a part of the recruitment process you will be required to complete pre-employment screening, including a video interview. All applicants must have the right to work in Australia and be willing to get or already have : National Police Clearance NDIS worker screening check To deliver the best service for our customers, we strive toward a workforce that reflects the diverse community that we support. We are an equal-opportunity employer, and all qualified applicants will receive consideration for employment. Activ reserves the right to remove advertising and/or commence the selection process before the application close date.

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