



**OUR
CULTURE**

A place that proudly delivers great things

**COMMUNITY
WELLBEING RISK,
QUALITY & COMPLIANCE
OFFICER**

Contract to 30 June 2020

Part Time (0.5 FTE)

Salary Range:

\$84,826 - \$88,607

We are a place that proudly delivers great things, to our community and our staff. We deliver on promises, value people, recognise achievements, inspire progress, respect history and build the future, grow and learn, and enjoy what we do.

Are you highly self-motivated? Do you have exceptional communication skills, with an ability to build relationships with a range of key stakeholders? Are you analytical, innovative, resilient and flexible?

We are pleased to offer the contract role of Community Wellbeing Risk, Quality & Compliance Officer, who will work collaboratively across the Community Wellbeing team to implement, monitor and update risk management, quality improvement and compliance frameworks and associated systems and processes for the Community Wellbeing Program.

Your demonstrated experience in the management and development of compliance, quality and risk management processes, preferably within a community services setting is critical to the success of the role.

You must have a comprehensive knowledge and understanding of legislation, guidelines, standards and effective risk management practices relevant to this area, including the National Aged Care Quality Standards and the requirements of the grant funded State and Commonwealth programs.

A sound understanding of the issues related to ageing, disability, mental illness, carers and people from diverse cultural backgrounds and proficiency in the use of Microsoft Office and corporate digital applications is essential.

A relevant tertiary qualification and a certificate in quality audition is highly desirable. Knowledge and understanding of continuous quality improvement principles and experience in the Alchemy SMS data system and Technology 1 will be favourably considered.

An unencumbered Australian drivers licence is essential.

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ACHIEVEMENT RESPECT INNOVATION SIMPLICITY ENGAGEMENT



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Position Description available at www.holdfastbaycareers.com.au. Please provide a resume and cover letter of up to 2 pages introducing yourself and outlining your qualifications, experience and skills relating to the role (refer to the Position Description for full details), and email to careers@holdfast.sa.gov.au (quoting Ref No. 23/19).

If you would like further information, please contact Rachael Fawcett on 8229 9879.

Applications close at 5pm on 22 August 2019.

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