



# ST LUKE'S CARE

ST LUKE'S PRIVATE HOSPITAL • LULWORTH HOUSE - AGED CARE  
ST LUKE'S HOME CARE • ST LUKE'S CLINIC - CONSULTING ROOMS,  
PHYSIOTHERAPY & REHABILITATION

[www.slc.org.au](http://www.slc.org.au)

## Rostering Coordinator Required

- Full-Time, Monday to Friday
- Salary packaging options available to improve your net income
- Great location, close to public transport

St Luke's Care is an independent, not-for-profit, charitable organisation that has delivered excellence in health and aged care for over 90 years. Our Hospital, Aged Care facility and Home Care service are all committed to providing the highest quality of care. The impressive work culture and staff development promotes successful careers.

Our Home Care department delivers care in the homes of clients located in the Sydney Metro area who receive our Home Care Services. These services are planned and coordinated programs to assist people from low to high care needs.

We are currently seeking a Full-time Rostering Coordinator to join our Home Care facility.

### Your responsibilities will include:

- Producing fortnightly rosters for all Personal Care Assistants
- Completing all employees' timesheets as per worked hours
- Collating, entering and monitoring additional staff data
- Providing back up administrative support to the Administration Coordinator
- Help to set up new Personal Care Assistants with all current paperwork and orientation needs
- Responding to Personal Care Assistants needs regarding rosters and payroll

### Essential Criteria:

- Able to coordinate roosting needs for the Home Care department
- Able to calculate and enter payroll data for the Finance department

- Have a high level of accuracy of keyboard skills, encompassing word processing and spread sheets
- Pays good attention to detail and work to specific deadlines
- Ability to develop new systems to cope with an expanding service
- Has good communication skills to deal with a variety of staff and clients

**Desired Criteria:**

- Aged Care or related community care experience
- Previous experience in an administration role

If you are a passionate rostering officer who believes in our mission of "*providing quality care with a personal touch*", please submit your application to St Luke's Care at [recruitment@slc.org.au](mailto:recruitment@slc.org.au)

**PROOF OF ELIGIBILITY TO WORK IN AUSTRALIA MUST BE PROVIDED**

**ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED**

*All positions at St Luke's Care are subject to relevant character and probity checks including criminal record and/or working with children checks*