



Job Package

Mid North Coast Roster Clerk

Pathfinders

Pathfinders is a large community-based organisation providing, Family Referral Services, Supported Accommodation and Homelessness services, Family and Youth Support services, Disability services and Out of Home Care services, including Foster Care. Services are located across the New England North West Tablelands and Hunter Regions and Family Referral Services in the Mid North Coast Regions of NSW. Pathfinders' vision is that all children, young people and their families will have a home where they feel they belong, are free from abuse and neglect, are able to achieve their full potential and are supported by appropriate and timely community services.

Role of the Mid North Coast Roster Clerk

The Mid North Coast Roster Clerk is responsible for assisting the Roster Coordinator in the management of overall deployment of staff resources to ensure that resourcing meets client demand for service delivery and maximise the effectiveness and efficiency of the Regions operation.

Essential criteria

- Up to 2 years' experience in rostering preferred by not essential
- Excellent organisational and time management skills
- Highly developed communication, both written and verbal, and interpersonal skills
- Well-developed problem-solving skills relevant to dealing with shift or roster allocation scenarios and understanding of the SCHADS Award
- Demonstrated commitment to continuous change and improvement
- Numerical and planning skills relevant to roster coordination and management
- Sound negotiation and influencing skills
- Ability to effectively liaise with a range of internal stakeholders
- Competent use of Microsoft Office, particularly Excel Spreadsheets
- Sound knowledge of WH&S responsibilities.
- Current driver's license.
- Current NSW WWCC and Police Check

- Current First Aid Certificate.

Conditions

This position is identified as child related employment and Prohibited persons under the Child Protection Act 2012 are not eligible to apply. The successful applicant will be required to provide a current Working with Children Check Number and a National Criminal History Check.

Enquiries

Application Enquiries – Human Resources email hr@pathfinders.ngo

Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered based on merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of two current work-related Referees (at least one referee should be a recent supervisor).
2. Please email applications to hr@pathfinders.ngo

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.



Position Description

Mid North Coast Roster Clerk

Position Title:	Mid North Coast Roster Clerk
Responsible to:	MNC Senior Operations Manager OOHC
Program:	OOHC
Supervises:	Nil
Position Status:	Part-Time (60 Hours per Fortnight)
Locations:	Mid North Coast
Salary:	SCHADS Award 4.1

Purpose of position

The Mid North Coast Roster Clerk is responsible for assisting the Roster Coordinator with the management of overall deployment of staff resources to ensure that resourcing meets client demand for service delivery and maximise the effectiveness and efficiency of the Regions operation.

Reporting relationship and accountabilities

Mid North Coast Roster Clerk will:

1. Adhere to the Position Description for the Mid North Coast Roster Clerk, Staff Code of Conduct and Policies and Procedures of Pathfinders LTD.
2. Assist the Roster Coordinator with Pathfinders rostering needs across all locations and

programs.

3. Participate in the performance appraisal process.

Specific tasks and responsibilities

General responsibilities across all functions

- Manage the development of rosters for services that are compliant with legislative requirements, staff availability, client needs and funding limitations/ability to roster to a budget for the Mid North Coast.
- To backfill any periods of leaves taken by the Pathfinders Roster Co-Ordinator
- Administer all staff rosters that enable an effective balance to be achieved between optimising staffing efficiency and maximising staff satisfaction.
- Work collaboratively with the Manager/House Managers/Coordinators to ensure rosters reflect resource needs to meet service delivery demands.
- Ensure the roster is completed and available to staff in a timely manner that meets industrial requirements.
- Effectively coordinate both planned and unplanned leave of staffing resources.
- Identify and actively manage any foreseeable capacity gaps to ensure service delivery is optimised.
- Undertake administrative activities related to managing the roster, including but not limited to inputting and updating staff details and attendance preferences.
- Liaise with staff regarding changes and updates to the roster.
- Audit actual staff attendance against the planned roster and alert the relevant Managers/House Managers/Coordinators of discrepancies
- Carry out any other reasonable tasks as directed.
- Support and promote the work of Pathfinders, maintaining a positive image of the organisation in accordance with level of position.
- Comply with all Pathfinders' policies, code of conduct, procedures and practices, external funding body requirements and legislation.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work Health & Safety requirements.

Professional Development

- Pursue ongoing personal and professional development to enhance your contribution to the organisation.

Industrial Relations

- To be aware of the relevant Awards and conditions.

Pathfinders Vision

The Pathfinders vision is to develop thriving communities in which all people can fully participate and develop freely through mutual trust and acceptance. We see this being achieved through collaborative strategies and best practices, a strong and respectful workforce, and advancing bold and progressive ideas and policies.

Pathfinders Mission

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.

Pathfinders Principles of Service

The following principles guide our provision of services to children, young people and their families:

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination on the basis of religion, gender, race, sexuality or disability
- Quality service provision on the basis of equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths-based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review.

I acknowledge and have read and understood my responsibilities associated with this Job Description.

Employee Signature

Date