



ST VINCENT'S  
HEALTH AUSTRALIA

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# VACANCIES



Reviewed 5/3/2019  
Reviewed by Edward Solien

# LOCATIONS



**ST VINCENT'S  
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## Private Hospital Division

### Holy Spirit Northside Private Hospital

627 Rode Road  
Chermside QLD 4032

### Mater Hospital, North Sydney

Rocklands Road  
North Sydney NSW 2060

### St Vincent's Private Community Hospital, Griffith

41-45 Animoo Avenue  
Griffith NSW 2680

### St Vincent's Private Hospital, Brisbane

411 Main Street  
Kangaroo Point QLD 4169

### St Vincent's Private Hospital, East Melbourne

159 Grey Street  
East Melbourne VIC 3002

### St Vincent's Private Hospital, Fitzroy

59 Victoria Parade  
Fitzroy VIC 3065

### St Vincent's Private Hospital, Kew

5 Studley Avenue  
Kew VIC 3101

### St Vincent's Private Hospital Sydney

406 Victoria Street  
Darlinghurst NSW 2010

### St Vincent's Private Hospital, Toowoomba

22 - 36 Scott Street  
Toowoomba QLD 4350

### St Vincent's Private Hospital, Werribee

Hoppers Lane  
Werribee VIC 3030

## Care Services/Aged Care Division

### SVCS Arundel (Jabiru Aged Care)

101 Allied Drive, Arundel QLD 4214

### SVCS Bardon (St Paul's Villa and Magdalene Court)

59 Main Avenue, Bardon QLD 4065

### SVCS Enoggera (St John the Baptist)

133 South Pine Road, Enoggera QLD 4051

### SVCS Gympie (St Patrick's Villa)

Corner Calton Hill Road and Bligh Street, Gympie QLD 4570

### SVCS Kangaroo Point (Lillian Cooper Nursing Home and Marycrest Hostel)

411 Main Street, Kangaroo Point QLD 4169

### SVCS Maroochydore

37 Baden Powell Street, Maroochydore QLD 4558

### SVCS Mitchelton (St Joseph's Villa, Madonna Villa, Shannon House)

46 Church Road, Mitchelton QLD 4053

### SVCS Southport (Villa La Salle and Lenneberg House)

32 Bauer Street, Southport QLD 4215

### SVCS Toowoomba (Lourdes)

227 Spring Street, Toowoomba QLD 4350

### SVCS Auburn (St Joseph's Village)

21 Alice Street, Auburn NSW 2144

### SVCS Bronte

365 Bronte Road, Bronte NSW 2024

### SVCS Edgecliff (Albert Court)

2-6 Albert Street, Edgecliff NSW 2027

### Stella Maris Aged Care

6 Coast Avenue, Cronulla NSW 2230

### SVCS Eltham (Eltham Lodge Nursing Home and Willandra Hostel)

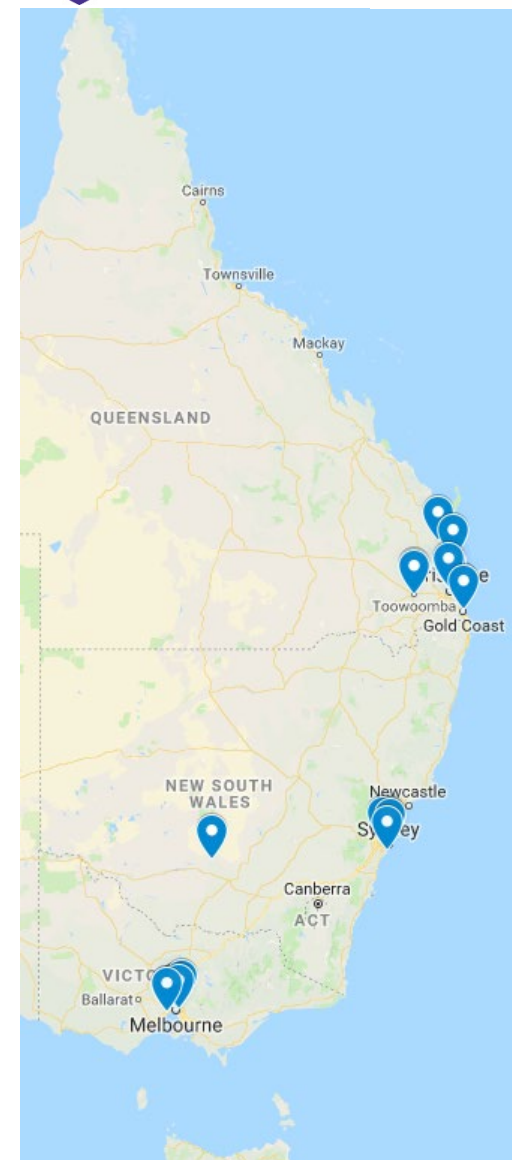
43 Diamond Street, Eltham VIC 3095

### SVCS Hawthorn (Mary MacKillop Aged Care)

4 King Street, Hawthorn VIC 3123

### SVCS Werribee

240 Hoppers Lane, Werribee VIC 3030



# ADMINISTRATION OFFICER

St Vincent's Private Hospital  
Toowoomba, QLD



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An opportunity exists for motivated Administration Officers to work at St Vincent's Private Hospital Toowoomba. We require three casual positions servicing the Administration Department and Health Information Services within the hospital. The successful applicants will be required to work shift work throughout various administration areas.

## Duties

- Duties may include but not limited to – Reception Duties, Admissions, Discharging of patients, Receipting of monies taken and balancing of daily banking. Medical record filing and scanning.
- Ability to work flexibly across all areas of administration, including medical record management, Doctor billing.

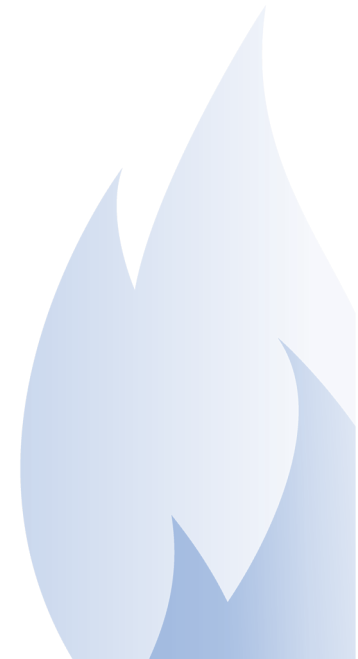
## Qualifications, skills & experience

- Excellent communication and telephone skills with a positive friendly manner.
- Ability to multi-task and prioritise in a busy environment of competing demands.
- Self-motivated with a passion for excellent customer service and capable of working unsupervised.
- Intermediate to advanced computer skills including Microsoft Office, demonstrating knowledge of medical software would be preferred and/or health fund knowledge.
- Previous Medical experience in a health care setting would be desirable.
- Sound problem solving skills and a willingness to seek assistance when necessary.

## Culture

You will join a high performing team and a workplace with relationships built on mutual trust and respect. We value our staff and offer professional advancement in a respectful, collaborative and learning environment.

JR106932 - Closing Date 10/03/2019 – [Click here to download the full position description](#)



# FOOD SERVICES ASSISTANT

St Vincent's Private Hospital  
Darlinghurst, NSW



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Recognised as one of Australia's leading private hospitals, St Vincent's Private Hospital is a world-class medical and surgical facility and provides overnight and day only care across a broad spectrum of specialties. The 270-bed hospital cares for local, national and international patients. Our values derive from the mission and traditions of the Sisters of Charity. Firmly grounded in the Christian tradition, these are translated in to our values and are at the core of our workplace Culture.

Our Hospital is a designated Magnet facility demonstrating a high level of leadership, employee empowerment and professional practice creating an exciting and innovative place to work.

We are part of St Vincent's Health Australia, the nation's largest Catholic not-for-profit health and aged care provider and for over 105 years we have worked in partnership with our patients and their families. Our vision is to serve the community through excellence in care, teaching and research and to reach out to the poor and the marginalised.

We are seeking enthusiastic individuals to join our Patient Food Service team.

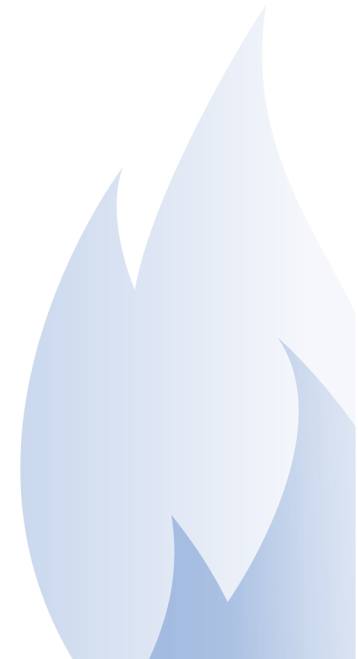
## The role involves:

- Serving Meals and Beverages to patients
- Following meal reports and work schedules
- Tray assembly according to meal tickets
- Cleaning and Washing up responsibilities

## The position requires:

- Attention to detail
- Previous experience in hospitality
- Good communication and customer service skills
- Flexibility to cover shifts over 7 days
- Punctuality
- Able to follow instructions and food safety principles

JR104091 - Closing Date 10/03/2019



# WARDSMAN

St Vincent's Mater Hospital Sydney  
Sydney, NSW

*Be Part of Something Greater !*

We have a fantastic full time (Night duty - 2300 to 0700) opportunity for a hands-on Wardsman .

The purpose of this position is to ensure that clinical care of patients at MHS is provided in a person centred care manner, within the philosophy, mission and values of the Mater Hospital, Sydney (MHS).

Main duties include (but are not limited to):

- Ensuring all patient care delivered, under the direct supervision of the registered nurse, is carried out within the scope of practice of the Ward Support Service and by adhering to policies and procedures of MHS and St Vincent's Health Australia (SVHA).
- Demonstrating care and comfort in the transport and manual handling of patients.
- Ensuring the confidentiality of patients and staff is maintained and communication and interpersonal skills are effective and appropriate.
- Participating in regular structured appraisal and peer review processes.

The successful candidates will possess:

- Excellent interpersonal skills
- Organisational and time management skills
- Previous experience in a health facility



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JR106907 - Closing Date 27/03/2019 – [Click here to download the full position description](#)



# TRANSPORT OFFICER

St Vincent's Mater Hospital Sydney  
Sydney, NSW



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- Permanent Part Time – 13 hours per week (Thursday/Friday).
- Opportunity for additional hours - Sat/Sun/Leave Cover

## The Opportunity

We have an available permanent part time role for a transport officer.

The Transport Officer is responsible for a safe, courteous and efficient transport service for clients of the Mater Hospital. Operating on a variety of shift types, the transport officer provides a non-emergency patient transport service, however may be required to drive the vehicle in both emergency and non-emergency conditions to ensure safe and best outcomes for patients.

Some of the tasks of the Transport Officer include, but are not limited to:

- Leading patient scheduling in conjunction with the multidisciplinary team.
- Ward consultations for pending Day Therapy patients to deliver education on program and book in initial appointments.
- Delivery of routine care and transportation for non-emergency patients to and from healthcare facilities, clinics, day therapy and private residences.
- Assist clients on and off the vehicle and into their homes if necessary.
- Maintain vehicle in a clean and safe condition.
- Undertake daily vehicle maintenance and inspections.
- Maintain effective professional relationships with health and community based service providers, clients and others.

## About You

The candidate must have:

- Current unrestricted NSW Driver's License
- Experience with patient transport and service delivery
- Ability to operate as a medical team member in a patient transfer situation
- Ability to work closely with health professionals at both a clinical and administrative level
- Excellent interpersonal and communication skills
- Basic computer skills

## Desirable requirements

- CPR and basic first aid training
- Certificate III non-emergency client transport

**JR106552 - Closing Date 18/03/2019** – [Click here to download the full position description](#)



# FOOD DISTRIBUTION ASSISTANT

St Vincent's Mater Hospital Sydney  
Sydney, NSW

The role is responsible for the meal distribution, sanitisation and housekeeping in the distribution kitchen to meet the needs of patients and clients in a timely and professional manner.

The duties and responsibilities of the position will strongly reflect and be based upon the philosophy, mission and values of the sisters of charity.

## About You

- The candidate must have
- Excellent communication skills
- Knowledge of food safety
- Good personal presentation
- Flexible to work throughout the week and weekends



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JR106179 - Closing Date 14/03/2019 – [Click here to download the full position description](#)



# ORDERLY

St Vincent's Private Melbourne  
Fitzroy, VIC

- Leading not for profit private hospital
- Excellent employee benefits
- Supportive team environment in a great location

St Vincent's Private Melbourne is a facility of St Vincent's Health Australia under the stewardship of Mary Aikenhead Ministries. We are a not for profit Catholic private hospital which operates across four sites at Fitzroy, East Melbourne, Kew and Werribee.

We have exciting opportunities available for enthusiastic Orderlies to join our friendly and hardworking team at our Fitzroy campus. We are looking both for orderlies to work in theatre and on the general wards. The positions are casual and flexible, covering a variety of shifts including night duty.

The Orderly is responsible for the safe transport of patients, beds and equipment, for keeping the general Perioperative Services areas clean and tidy and ensuring basic equipment and stock are available at all times.

Responsibilities will include (but will not be limited to);

- Provide assistance with the transport and safe transfer of patients between departments, within the operating suite and to/from other local hospitals in beds or wheelchairs
- Ensure Perioperative areas are kept clean including floors, walls, shelving and other areas as directed – this includes tearoom areas
- Courier equipment between units, departments and hospitals if required
- Handling soiled linen, general or biomedical waste using correct PPE
- Cleaning patient related areas, recovery and theatre

The successful candidate will have;

- An awareness of patient confidentiality and application of relevant privacy legislation
- Previous training in Manual Handling and/or safe lifting techniques
- Highly developed verbal communication skills with the ability to relate to patients and staff
- Ability to work both independently and as part of a team
- Ability to meet deadlines and work under pressure
- Good negotiation and conflict management skills

JR102326 - Closing Date 7/03/2019 – [Click here to download the full position description](#)



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# STOREPERSON / COURIER DRIVER

St Vincent's Private Melbourne  
Fitzroy, VIC

## Excellent Employee Benefits

- Full Time Position
- Friendly, supportive environment in a great location

St Vincent's Private Hospital Melbourne (SVPHM) is a facility of St Vincent's Health Australia under the stewardship of Mary Aikenhead Ministries. We are a not for profit Catholic private hospital which operates across four sites at Fitzroy, East Melbourne, Kew and Werribee.

We are seeking a Storeperson/Courier Driver to join our busy Supply team. The role will involve driving the hospital vehicle between campuses and delivering supplies. The ideal candidate will have good communication skills as well as the physical ability to manage the lifting of stock and pushing of stock trolleys. The successful candidate will be a team player with a positive attitude, previous hospital or driving experience is desired. The ideal applicant will have either a Forklift License or a Traffic Management qualification.

Responsibilities will include (but will not be limited to);

- Driving hospital vehicle between hospital campuses
- Forklift operation or traffic control duties
- Delivery of supplies to all departments

The successful candidate will have;

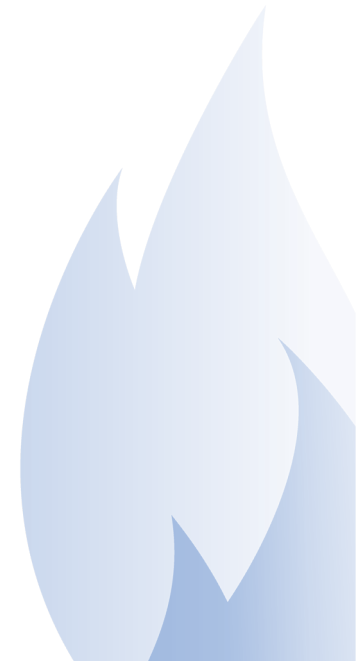
- Either a forklift licence or a traffic management qualification
- Drivers licence
- A positive attitude and willing to work as a part of a team



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JR106875 - Closing Date 12/03/2019



# ACCOUNTS ADMINISTRATION OFFICER

St Vincent's Care Services  
Bowen Hills, QLD



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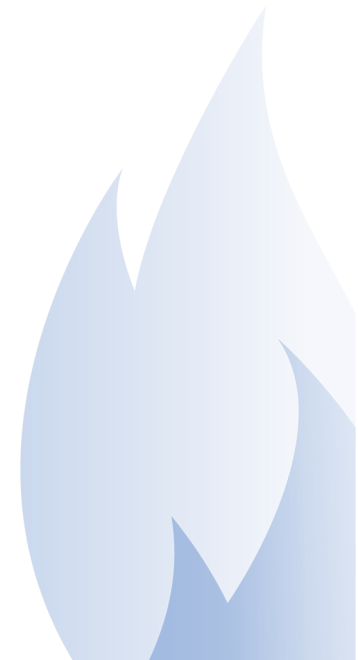
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An exciting opportunity currently exists for an Administration Officer at our head office in Bowen Hills, to assist in the administration of resident accounts. We are looking for a responsible, professional and organised person with previous experience in an administrative role to take the lead on the administrative function within our head office.

The successful applicant will need to demonstrate:

- Recent experience in an administrative function within Aged Care;
- A mature, confident personality;
- Excellent time management and organisational skills;
- Strong attention to detail;
- Previous account reconciliation experience;
- Experience in account investigations and resolution;
- Excellent verbal and written communication skills;
- Advanced competency with computers and the Microsoft Office suite;
- Ability to provide superior customer service;
- The ability to work with minimal supervision.

JR106917 - Closing Date 14/03/2019 – [Click here to download the full position description](#)



# ENROLLED NURSE

St Vincent's Care Services – Community Care  
Red Hill, QLD



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Do you want to participate in creating the best team possible whilst making a positive difference to the lives of our residents? You can do this as a team member within St Vincent's Care Services (SVCS) Community and be part of an iconic name within the growth sector of Aged Care.

We are currently seeking applications for Endorsed Enrolled Nurses to join our SVCS Community in a Permanent Part Time capacity, based in our Red Hill office. The successful applicant will demonstrate:

- A Nursing Registration certificate with the Australian Health Practitioner Regulation Agency;
- Ability to plan and coordinate client care effectively, maintain client advocacy and utilise client management systems under the supervision of a Registered Nurse;
- Valid Queensland Drivers Licence and reliable vehicle
- Ability to provide clinical practice and care that is consistent with the mission and philosophy of our organisation;
- A demonstrated application of contemporary infection control standards and practices;
- Skills and knowledge required to complete clinical documentation;
- Working knowledge and understanding of relevant regulations/legislation;
- Ability to make a contribution towards effective risk management;
- Ability to participate in quality improvement activities;
- Ability to participate and support education activities and to contribute to the development of self and other team members;
- Strong communication skills both written and verbal.

JR106500 - Closing Date 14/03/2019 – [Click here to download the full position description](#)



# REGISTERED NURSE

St Vincent's Care Services – Community Care  
Sunshine Coast, QLD



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Do you want to be a part of a great team whilst making a positive impact on the lives of our clients? You can do this as a team member within St Vincent's Care Services - Community and be part of an iconic name within the growth sector of Aged Care.

We currently hold a new opportunity within the Community Care Services team for a Permanent Part Time Registered Nurse, with additional on-call responsibilities, to join the team based on the Sunshine Coast. As a Registered Nurse, you will play a pivotal role in ensuring a high standard of care is maintained at all times. In this role, you will provide a high level of nursing services for our Hospital in the Home clients and the community clients on Home Care Packages.

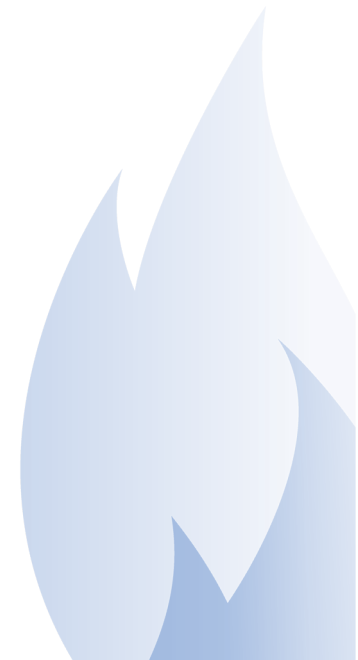
Some of the tasks involved in this role include:

- Providing hands-on care to clients as part of the multidisciplinary care team;
- Assisting with the implementation of best practice nursing policies and procedure;
- Clinical assessment of clients;
- Documenting and reporting any change in clients' statuses;
- Having a working knowledge and understanding of relevant regulations/legislation.

To be successful in your application you must have the following:

- Advanced clinical experience;
- A current AHPRA registration;
- Valid Queensland Drivers Licence and own reliable vehicle;
- Experience in inspiring other staff & leadership qualities;
- Great communication, time management and excellent customer service skills;
- Effective written and oral communication skills.

JR106500 - Closing Date 11/03/2019 – [Click here to download the full position description](#)



# REGISTERED NURSE

St Vincent's Care Services – Community Care  
Red Hill, QLD



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Do you want to be a part of a great team whilst making a positive impact on the lives of our clients? You can do this as a team member within St Vincent's Care Services - Community and be part of an iconic name within the growth sector of Aged Care.

We currently hold a new opportunity within the Community Care Services team for a Registered Nurse, with additional on-call responsibilities to join the team based in Red Hill on the outskirts of Brisbane's CBD. As a Registered Nurse, you will play a pivotal role in ensuring a high standard of care is maintained at all times. In this role, you will provide a high level of nursing services for our Hospital in the Home clients and the community clients on Home Care Packages.

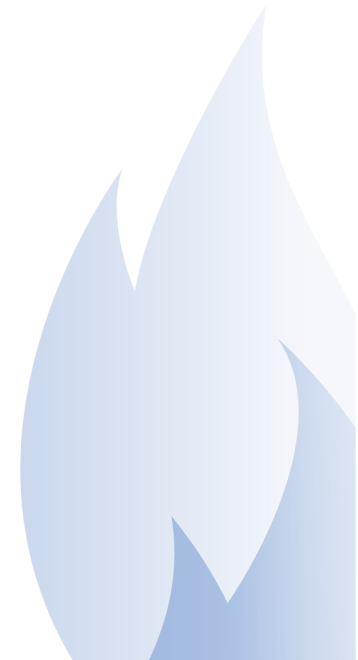
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- Assisting with the implementation of best practice nursing policies and procedure;
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- Having a working knowledge and understanding of relevant regulations/legislation.

To be successful in your application you must have the following:

- Advanced clinical experience;
- A current AHPRA registration;
- Valid Queensland Drivers Licence and own reliable vehicle;
- Experience in inspiring other staff & leadership qualities;
- Great communication, time management and excellent customer service skills;
- Effective written and oral communication skills.

JR106847 - Closing Date 11/03/2019 – [Click here to download the full position description](#)



# PASTORAL CARE ASSOCIATES

St Vincent's Care Services  
Maroochydore, QLD

An exciting opportunity currently exists for a Pastoral Care Associate to join St Vincent's Care Services at Maroochydore, in a Permanent Part Time capacity. Our facility is 18 month old, has 130 beds and is close to the water and peaceful gardens. We have limited onsite parking, however street parking is available, with a café onsite.

We are looking for a compassionate, spiritual and professional person to work with the Facility Manager and care team to respond effectively to the diverse emotional, spiritual and religious needs of our residents and their families. Reporting to the Director of Mission, you will represent the mission of SVCS and the legacy of Mary Aikenhead.

The successful applicant will need to demonstrate:

- A mature, confident personality;
- Attainment or progress towards a Clinical Pastoral Education (CPE) qualification and/ or studies in Theology/Religious Education, Counselling/Psychology;
- Relevant experience in a similar pastoral or counselling capacity;
- Respect and sensitivity in ministry to persons of various religious, cultural and ethnic backgrounds, Life Philosophies and Faith Traditions;
- The ability to work with minimum supervision;
- Excellent verbal and written communication skills.



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JR106916 - Closing Date 14/03/2019 – [Click here to download the full position description](#)





These opportunities are open to Australian citizens who are of Aboriginal and/or Torres Strait Islander descent, identify as an Australian Aboriginal and/or Torres Strait Islander and are accepted as such by the community in which they live or have lived. All positions contribute to the provision of quality and sustainable health services within the ethos of the mission, values and ethics of St Vincent's Health Australia.

You will be an integral part of the team that is passionate about making a difference to the lives of those you care for, while making a positive contribution to the overall standard of care delivered by the department. You will join a team of highly skilled multidisciplinary professionals and your enthusiasm and dedication for providing health care will be valued within a supportive environment.

You will be required to hold and maintain a National Police Check

**As a valued employee of SVHA we can offer you:**

- An opportunity to work for the nation's largest Catholic not-for-profit health and aged care provider, with a rapidly growing and progressive vision;
- A friendly team environment with a great community care spirit;
- The ability to visibly see your impact on the business and its service;
- A variety of ongoing training and professional development opportunities;
- Full Cultural Post Placement Support to provide guidance and support for your first 26 weeks of employment;
- A Culturally safe workplace;
- Salary packaging option;
- No cost uniforms and training.



# TO APPLY

- Email updated resume
- Email a cover letter outlining the below requirements:
  1. Role your applying for and why?
  2. Identify as Aboriginal and/or Torres Strait Islander – where is your mob from?
  3. Ability to work autonomously and as part of a diverse team
  4. Excellent communication and time management skills
  5. Very high standard of patient or customer service
  6. Appropriate skills, experience, or registration/qualifications for the applicable job you are applying for.
  7. Why you want to work for an organisation with our Mission and Values
  8. Tell me about yourself – tell a story as we are story tellers.



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## EDWARD SOLIEN

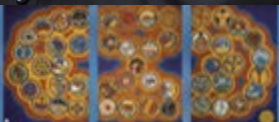
*St Vincent's Health Australia*

### HUMAN RESOURCES & INDIGENOUS PROGRAMS SPECIALIST

PRIVATE DIVISION AND CARE SERVICES - QLD, NSW & VIC

[EDWARD.SOLIEN@SVHA.ORG.AU](mailto:EDWARD.SOLIEN@SVHA.ORG.AU) | 0734357256 | 0404802655

Mob - Badu Island







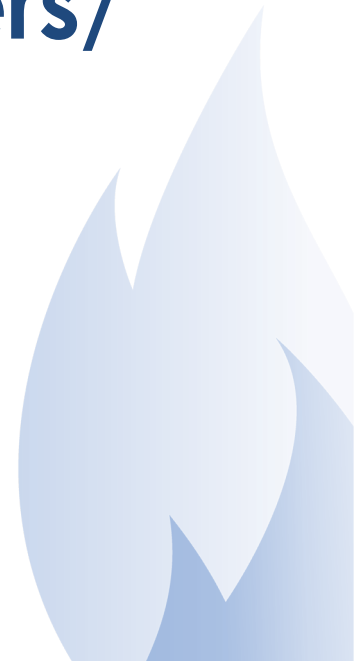
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[https://www.facebook.com/  
\*\*SVHAIndigenousCareers/\*\*](https://www.facebook.com/SVHAIndigenousCareers/)



# HOUSEKEEPING TEAM LEADER

St Vincent's Private Hospital Brisbane  
BRISBANE CBD

St Vincent's Health Australia has been providing health care in Australia for 160 years, since our first hospital was established in Sydney in 1857 by the Sisters of Charity. Today, St Vincent's Health Australia is the nation's largest not-for-profit health and aged care provider. We operate six public hospitals, nine private hospitals and sixteen aged care facilities in Queensland, New South Wales and Victoria.

St Vincent's Private Hospital Brisbane (SVPHB) is a 164-bed private hospital specialising in medical care for those with chronic, complex and multiple health needs. SVPHB offers outstanding inpatient and day services across a broad range of medical specialties including: rehabilitation; acute medicine; palliative care; interim care, pain management, minor surgery and general medicine/gerontology.

## About the role

- We are looking for an experienced Team Leader - Housekeeping to coordinate services that support an effective and high quality outcome for patients and visitors of the facility.
- The role requires you to participate in, and lead the safe and efficient housekeeping services in the hospital and coordinate our rostering and hours management for the team. Although this is a dual role of hands-on housekeeping and leadership, dedicated time is provided to manage the team responsibilities.

## About you

- You will have previous leadership experience in a housekeeping services environment, preferably within a healthcare environment. A dynamic and supportive leader your values will encourage a cohesive and productive team working together to achieve common goals.
- You will demonstrate a strong understanding and demonstration of, safety awareness and manual handling and have a sound understanding of audit practice.
- The successful candidate will be required to undertake a National Criminal History Check.
- You will be an integral part of the team that is passionate about making a difference while making a positive contribution to the overall standard of care we deliver. You will join a supportive team and your enthusiasm will be highly valued.



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30+

Expired

## ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Satisfactory Criminal History Check

## SKILLS, EXPERIENCE AND KNOWLEDGE

- Previous experience in a housekeeping services environment.
- Previous experience in leading a team and audit practices
- Proficient computer skills, including Microsoft Office
- Demonstrated ability to lead a safety-driven culture
- Demonstrated knowledge of waste management practices
- Chemical handling experience and knowledge

## 5.3 DESIRABLE QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

- Previous experience in a health care environment an advantage
- Cert IV Frontline Management
- Workplace health and safety awareness training, in particular manual handling training

## 6. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

JR106717 - Closing Date 04/03/2018 – [Click here to download the full position description](#)



# MEDICAL OFFICER – REHABILITATION AND GENERAL MEDICINE

St Vincent's Private Hospital  
BRISBANE, CBD



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Services  
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**Expired**

St Vincent's Health Australia is the nation's largest not-for-profit health care provider operating public and private hospitals and aged care facilities across Queensland, New South Wales and Victoria, along with three co-located research institutes. We pride ourselves on being a clinical and education leader with a national and international reputation in medical research.

St Vincent's Private Hospital Brisbane is a 164 bed private hospital specialising in medical services for those with chronic, complex and multiple health needs. From our established inner-city facilities at Kangaroo Point, overlooking the CBD and the Brisbane River, we offer outstanding inpatient and day services across a broad range of medical specialties including: rehabilitation; gerontology, acute medicine; palliative care; interim care and pain management.

Lead by our proactive, forward thinking executive, we are seeking an experienced and suitably qualified Medical Officer – Rehabilitation and General Medicine to join our team on a permanent Part-time or Full-time basis.

The successful candidate will join a dynamic team of nurses and allied health professionals and will possess the following:

- General Medical Registration with AHPRA
- Minimum of 3 – 5 years post graduate experience with appropriate clinical and procedural skills and an interest in rehabilitation and general medicine
- Demonstrated commitment to continuing education and professional development with proven ability to function effectively as a member of a multidisciplinary team
- National Criminal History Check, current driver's license and meet the requirements for St Vincent's Health Australia credentialing requirements.

## SELECTION CRITERIA

### ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- General Medical Registration with AHPRA
- Minimum of 3 – 5 years post graduate experience
- Comply with St Vincent's Health Australia requirements for application for credentialing privileges.
- National Criminal History Check
- Current driver's license

### SKILLS, EXPERIENCE AND KNOWLEDGE

- Appropriate clinical and procedural skills with an interest in rehabilitation medicine
- Demonstrated ability to adapt clinical practice in accordance with emerging trends and emerging best practice
- Demonstrated commitment to continuing education and professional development
- Proven ability to function effectively as a member of a multidisciplinary team
- Effective interpersonal and communication skills
- Provide care within the ethos of the philosophy, mission and values of SVHA
- Working knowledge and understanding of relevant regulations, legislation and common law
- Understand clinical risk minimisation strategies.

### DESIRABLE QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

- Experience and interest in research and/or continuous quality activities
- Ability to personally model, articulate and integrate mission and values within all duties conducted in the work environment

### PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

JR105468 - Closing Date 03/03/2018 – [Click here to download the full position description](#)



# MAINTENANCE OFFICER

St Vincent's Care Services – Eltham  
MELBOURNE

Do you want to participate in creating the best team possible whilst making a positive difference to the lives of our residents? You can do this as part of the Maintenance Team within St Vincent's Care Services Eltham and be part of an iconic name within the growth sector of Aged Care.

We are currently looking for a Maintenance Officer, every Friday, and other days as required moving forward. We are looking for someone who will provide efficient and friendly service to our internal and external customers. Some of the tasks involved in this role include but are not limited to:

- Coordinating and prioritising maintenance works;
- Accommodation/building general maintenance and repairs;
- Upkeep of grounds and facility;
- Garden maintenance;
- Organising contractors when required;
- Furniture positioning, removal and delivery;
- Reporting unserviceable or damaged equipment.

To be successful to interview, you will also need to be able to demonstrate the following:

- Previous experience in maintenance support;
- Excellent customer service;
- Good communication both written and verbal;
- Trade qualification is highly desirable but is not essential



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JR106602 - Closing Date 10/03/2018 – [Click here to download the full position description](#)



# HOME CARE EMPLOYEE

St Vincent's Care Services  
SUNSHINE COAST

St Vincent's Care Services (SVCS) is a leading Catholic provider of Aged Care Services in Australia. SVCS offers quality residential, community and independent living services through 14 facilities with locations in Queensland, New South Wales and Victoria. St Vincent's has been providing health care in Australia for more than 155 years. The legacy entrusted to us by the Sisters of Charity and their Founder, Mary Aikenhead continues to inspire the service provided to our residents in a caring, friendly atmosphere, underpinned by our values of Compassion, Justice, Integrity and Excellence.

Do you want to be a part of SVCS, an iconic name in the Aged Care sector? Do you want to be a part of our great teams whilst making a positive impact on the lives of our residents? SVCS takes great pride in the quality of service provided to our residents. Currently we have a new opportunity for an enthusiastic individual in the role of a Home Care Employee on a casual basis. As a Home Care Employee, you will extensively work within the community with the key focus on providing top quality holistic care to the residents/ clients.

Your duties will include:

- Assisting clients with personal care, such as showering, hygiene and grooming;
- Providing in-home respite care;
- Assisting with daily living activities;
- Maintaining high standards of care at all times; and
- Participating in SVCS's Social Support Program.

To be successful in this role you will demonstrate:

- A Certificate III in Aged Care.
- A passion to make a positive impact on the lives of the client;
- A current certificate in First Aid; and
- A current driver's licence.



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JR106685 - Closing Date 13/03/2018 – [Click here to download the full position description](#)



# HOME CARE EMPLOYEE

St Vincent's Care Services  
SUNSHINE COAST

We are currently seeking applications for Night shift Grade 5 Registered Nurse to join the casual pool at St Vincent's Care Services Southport. Our Southport facility has 90 beds including a 14 bed Memory Unit, situated close to the Nerang River. As a casual employee, we require you to have flexibility across night shifts, both week days and weekends. Successful applicants will share a genuine desire to care and assist residents with a strong focus on person centred care.

The successful applicant will need to demonstrate:

- A minimum of five years' previous experience in a similar management / clinical care position in Aged Care;
- Advanced clinical skills and autonomous decision making;
- Contribute to quality health care providing oversight, professional development, clinical supervision, mentoring, coaching and development of policy and clinical practice guidelines;
- Staff management and delegation of care to Registered Nurses, EENs and AINs according to their competence and within their scope of practice;
- A strong understanding of Aged Care clinical practice and current Nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA) with relevant post-registration qualifications;
- The ability to apply ACFI knowledge;
- Prior experience with a client information system preferably Autumn Care;
- Ability to maintain collaborative and effective relationships with all multidisciplinary team members;
- Strong interpersonal and communication skills, including written, verbal and computer literacy;
- An understanding of the culture and tradition of Catholic Health, including a commitment to the Mission, Vision and Values of the organisation and an ability to promote the behavioural expectations in line with this philosophy



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