**Permanent Full Time Quality Coordinator**

Tanunda Lutheran Home Inc. is seeking an experienced professional within the parameters of Quality to join our Christian environment aged care facility as the Quality Coordinator.

Reporting to the Operations Manager the Quality Coordinator will be responsible for all aspects of coordinating the Accreditation, Quality Improvement and Auditing process.

**Key Result Areas within the position statement include;**

Quality compliance

Audit and Monitoring Schedules

Continuous Improvement Initiatives

Quality Improvement Committee, Report Register and Meetings

Policies, Procedures and Document Control

**Essential Criteria;**

Knowledge and Experience within Quality Systems, Continuous Improvement and Accreditation Processes within the Aged Care sector.

Effective Communication, Problem Solving, Time Management and Counselling skills

Well-developed literacy skills

Strong understanding of Aged Care Legislation

Proven experience in working with Microsoft Office Suite

Familiarisation with an Administration Working Environment

**Desirable Criteria;**

Accreditation Audit or Training Certificate

Previous professional history in a similar role.

To discuss the position further, contact Bev Galway Operations Manager, (08)85 637 787

Successful applicants will be required to provide a current National Police Clearance and undertake a Pre-Employment Physical Assessment

**Cover letter and CV accompanied by a completed application downloaded from our website www.tlhome.com.au should be submitted to;**

Kim Hahn

People and Culture Manager

kim.hahn@tlhome.com.au

Applications strictly close Wednesday 27th December 2017

Only short listed candidates will be contacted