

# Job Opportunity



**Role:** Workplace Health, Safety and Return to Work Coordinator

**Status:** Part time

We are constantly told we are a great place to work. A world class not for profit aged care provider located in the beautiful Barossa Valley, offering a comprehensive range of services from independent retirement living, home support, home care services, and residential care.

We are a vibrant and dynamic organisation with an emphasis on professional, high quality services and a commitment to best practice and continuous improvement.

As our business grows, so does our focus on our investment in the safety and the wellbeing of our employee group. It is with this in mind that we are seeking to employee a Workplace Health Safety & Return to Work Coordinator who will work with the business to continuously improve safety and return to work practices and outcomes.

The Workplace Health Safety & Return to Work Coordinator will be responsible for the efficient and effective oversight and coordination of the Barossa Village Work, Health, Safety and Injury Management program ensuring compliance with current WHS legislation. This role will work to continuously identify improvements ensuring Barossa Village has and uses the appropriate resources and processes that minimise or eliminate risk within the organisation

The role will be responsible for:

- Developing & deploying a WH&S plan that outlines WH&S actions & alignment to legislation
- Ensuring operational process & procedure documentation drives safe work practices
- Working with Allied Health professionals and leaders to embed safe manual handling work practices
- Ensuring staff are trained in regards to risk, hazard and incident identification and reporting
- Introducing and overseeing employee early intervention strategies that ensure resourcing sustainability
- Assisting leaders with investigations & actions
- Conducting audits ensuring actions are reported, monitored and completed
- Completing monthly WHS&RTW reporting outlining patterns and trends relating to incidents and actions
- Coordinating and conducting WH&S committee meetings in line with legislation and organisational policy
- Ensuring WH&S Reps are recruited, inducted, trained and communicated with in manner that ensures they successfully fulfil their roles
- Coordinating Return to Work practices in a manner that seeks to effectively and efficiently support the employee to resume suitable duties
  - Managing the end to end claims process
  - Oversight and support of the rehabilitation process
  - Completing relevant RTW reporting

For more information or to apply contact Trisha Price, HR Coordinator on 8562 0300 or [trishap@barossavillage.org](mailto:trishap@barossavillage.org)