



177-179 Tindals Road, Donvale, VIC 3111

On Luck Chinese Nursing Home provides 120 residential places, including 30 dementia-specific places, making it the largest Chinese-specific residential aged care facility in Victoria. We invite individuals who are passionate about serving the Chinese elderly to apply for the following position:

Position: Rostering Assistant (Part-Time)

Key Duties:

- Work closely with the supervisor, Care Coordinators, and Director of Nursing (DON) to understand staffing needs.
- Create and manage staff rosters using the company's electronic rostering system.
- Contact available staff to cover any unplanned shifts (e.g., due to sick leave or personal leave).
- Work closely with the Payroll team to ensure shift details are accurate before processing.

Requirement:

- Experience in Human Resources or payroll roles.
- Familiarity with electronic rostering systems.
- Strong organizational and time management skills.

How to Apply: For application guidelines and job descriptions, please visit <https://ccssc.org.au/join-us/careers> or contact Administration Department on 03 9844 6000.

Applications close: Wednesday 16 April 2025