



Oz Child: Children Australia Inc
PO Box 1312
(Level 3, 150 Albert Road)
South Melbourne Vic 3205

T (03) 9695 2200 F (03) 9696 0507
E hr@ozchild.org.au
www.ozchild.org.au

ABN 90 680 959 928

Quality and Projects Officer - OzChild

- Part time (0.6), 12 Months fixed term
- Located at OzChild Mornington
- Generous salary packaging offered

OzChild is a highly respected organisation recognised for its work to improve life opportunities for children across Australia.

OzChild Disability Services are seeking a Quality and Projects officer to ensure appropriate supports are in place for OzChild to comply with Quality Assurance requirements associated with service delivery in the Disability Program and to assist in implementing continuous quality improvement initiatives.

Reporting to the Disability Manager, this role includes:

- Implementation of continuous quality improvement initiatives across the Disability Program
- Assistance in developing and delivering training to staff/carers/volunteers with regard to Quality changes/updates
- Assistance with the internal and external reviews/audits process
- Development and ongoing review of program manuals, procedures, process maps and Quality Action plans

We are looking for a candidate who has a range of skills and experience including:

- Tertiary qualifications in Quality, Training or Social and Behavioural Sciences or equivalent
- Knowledge of the application of quality frameworks, standards and systems
- Ability to take initiative and work independently and collegially with staff
- Competence in Microsoft Office programs such as SharePoint, Excel and Word

OzChild's recruitment and selection procedures reflect our commitment to the safety of children. Relevant screening, Working with Children Checks and Police Checks will be conducted.

OzChild is an equal opportunity employer and offers very generous salary packaging provisions and above award conditions. For further details, full position description and the benefits of working at OzChild, please refer to OzChild's website at www.ozchild.org.au

Applications close COB 9 August 2010

Please forward applications and enquiries to Sandra Martin, Disability Manager at smartin@ozchild.org.au or phone 5975 7644