



# Russian Ethnic Representative Council of Victoria

## Quality and Risk Business Partner

- Part-time position (30.4 hours per week)
- Flexible working (including working from home)
- Great working environment

### **The Role:**

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is seeking a dedicated, dynamic and passion Quality and Risk Business Partner to join our team.

Quality and Risk Business Partner will be responsible for the management of RERC Quality & Risk Systems (incident management, complaints and feedback, continuous improvement, customer experience and quality audits) as well as the provision of fit for purpose reporting to RERC Management.

### **Skills and Experience:**

To be successful in this role, you will have:

- Experience in Aged Care or disability industry and understanding of the Aged Care Quality Standards is mandatory.
- Bachelor's degree in business, social services or other relevant discipline, formal qualifications in quality and/or risk management will be highly regarded.
- Understand how to undertake an effective internal audit and interpret data
- Familiarity with continuous quality improvement systems and processes.
- Previous experience managing external service providers and contracts is desirable.
- Demonstrated experience in managing/maintaining databases.
- Flexible and able to adapt to a changing organisational landscape.
- Fluent Russian is highly desirable

If you meet all the above criteria, enjoy helping others, and have a caring and positive personality, we would love to hear from you.

**Application Process:**

Applications should be emailed to: [career@rerc.org.au](mailto:career@rerc.org.au) and will be considered on receipt.

For all questions related to this position please contact the Manager, People and Capability, Ms Kseniya Subach, on 0422 333 817

For further information, including a Position Description, please go to our website:

<https://www.rerc.org.au/current-vacancies/>

*\*Please note we do not accept applications via agencies*

**The closing date for applications: 31 July 2023**

**Benefits:**

- An opportunity to make a meaningful, positive impact within our local community
- Flexible working (including working from home)
- Employee Assistance Program

**About the organisation**

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current programs include the CHSP program, Community Visitors Scheme, brokerage services in aged care, CALD programs and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

**Our commitment to diversity**

At RERC, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion help us to attract, recruit, engage and retain a team of talented people. If you require specific support to apply for this position, please advise the Manager, People and Capability whose contact details are listed in the advertisement. We will work with you to identify the best way to assist you.