



Job Title: Operations Manager

Location: West Ryde

Job Type: Full-Time / Part-Time

About Us:

Qualitycare Nursing Agency is a leading provider of high-quality nursing and healthcare staffing in Sydney metropolitan. We are dedicated to delivering exceptional care and support to our clients. We are currently seeking an experienced Operations Manager to join our team and oversee the daily operations of our agency.

Job Overview:

The Operations Manager will be responsible for ensuring the smooth and efficient operation of our nursing agency. This role involves managing staff, optimising processes, and maintaining compliance with healthcare regulations. The ideal candidate will have a strong background in healthcare management, excellent leadership skills, and a commitment to delivering top-notch service.

Key Responsibilities:

- Oversee day-to-day operations of the nursing agency, including staff management, scheduling, and client relations.
- Develop and implement operational policies and procedures to ensure compliance with healthcare regulations and industry standards.
- Manage and supervise a team of nursing professionals and administrative staff, including recruitment, training, and performance evaluations.
- Coordinate with clients to assess their needs, address any concerns, and ensure the delivery of high-quality care.
- Monitor and analyse key performance indicators (KPIs) to identify areas for improvement and implement corrective actions as needed.
- Ensure proper documentation and record-keeping in accordance with legal and regulatory requirements.
- Manage budgets and financial resources, including expense tracking and cost control.
- Foster a positive work environment and promote teamwork, collaboration, and professional development.
- Stay up-to-date with industry trends, best practices, and regulatory changes to ensure the agency's continued success.

Qualifications:

- Bachelor's degree in healthcare management, Nursing, Business Administration, or a related field.
- Proven experience in healthcare management or operations, preferably within an aged care or similar healthcare setting.
- Strong leadership and interpersonal skills with the ability to motivate and manage a diverse team.
- Excellent organizational and problem-solving abilities.
- In-depth knowledge of healthcare regulations, compliance standards, and industry best practices.
- Proficient in Microsoft Office Suite and healthcare management software.
- Quickly and effectively adapt to changes in a dynamic environment.

Benefits:

- Competitive salary
- Opportunities for professional development
- Supportive and dynamic work environment
- Opportunity to Design, Implement, and Manage Operating Procedures: Take full ownership of creating, executing, and overseeing the operational procedures within the business, ensuring efficiency, compliance, and continuous improvement.
- Opportunity to Build a Stronger Network in the Nursing Community: Enhance your professional connections and reputation by engaging with a wide network of nursing professionals, healthcare facilities, and industry leaders.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and experience to akhil@qualitycarenursing.com.au. Please include "Operations Manager Application - [Your Name]" in the subject line.

Qualitycare Nursing Agency is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Application Deadline: 30/08/24