

CQI and Projects Coordinator



Employment Type: Part Time / 0.8FTE / 60 Hours per fortnight

Contract Term: Contract - until June 30th, 2027

Remuneration: Administrative 6.1 – \$93,553.201 FTE

Supervisors Position / Reports to: Cindy Zbierski

Employee Benefits:

Above Award Wages, Attractive Not-for-Profit Salary Sacrifice Benefits, Ambulance Membership cover, Employee Assistance Program, Health & Wellbeing Incentives

About Us

Nunyara is an RACGP-accredited health service committed to providing culturally appropriate care, health promotion, and education for the Aboriginal community. We're more than just a health service; we're a community, and we're seeking someone who is motivated and shares our passion for making a positive impact.

About the Role

As our **CQI and Projects Coordinator**, you will play a key role in leading quality improvement, compliance, and accreditation activities across the organisation. You will support continuous improvement through the management of internal systems, organisational documentation, reporting, training, and regional projects, ensuring high-quality service delivery and compliance outcomes.

What You'll Do:

- Lead and coordinate CQI projects from planning through to successful delivery.
- Drive continuous improvement activities using the CQI Framework and PDSA methodology.
- Support accreditation, compliance, and clinical governance requirements.
- Coordinate and mentor CQI Leads across multiple sites.
- Deliver CQI training and capability-building initiatives for staff.
- Use data, systems, and reporting to inform quality improvement outcomes.
- Engage with stakeholders and provide project advice and recommendations.
- Monitor, evaluate, and report on project performance and organisational outcomes.

What We're Looking For: We're looking for a motivated and organised professional with experience in quality improvement, compliance, and project coordination. You will have strong communication and stakeholder engagement skills, the ability to work with data and reporting systems, and a proactive approach to driving continuous improvement. Most importantly, you'll be committed to cultural safety, collaboration, and achieving positive outcomes for Aboriginal and Torres Strait Islander communities.

Respecting culture;
Acknowledging diversity;
Acknowledging diversity

Applicant Requirements

Essential Checks

- ☐ Working with Children Clearance (WWCC)
- ☐ National Police Clearance Check

Other Essential Requirements

- ☐ Australian Driver's Licence
- ☐ Knowledge of Communicare
- ☐ Provide an Immunisation History Statement

Desirable

- ☐ Safe Environments for Children and Young People Certificate
- ☐ First Aid Certificate

Instructions for submitting your application

- ☐ Provide a covering letter introducing yourself to us
- ☐ Address your skills and experience against the **selection criteria** in the Job and Person Specification
- ☐ Provide a current resume, including at least two referees- one of whom must be your current or most recent Supervisor.
- ☐ Disclosure of any disability or injury previous or current
- ☐ Attach proof of essential checks & requirements (Desirable documentation may also be attached)

Email all of the above to admin@nunyara.org.au or alternatively, drop a printed copy to Nunyara Administration building at 76 Bastyan Crescent, Whyalla Stuart SA 5608.

For more information on this position, please email
admin@nunyara.org.au

Closing date:

Applications will remain open until the position is filled

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