

CSSD Coordinator

Permanent Part-time

About Us

Stirling Hospital is a not-for-profit private hospital that has been providing healthcare to the local community for over 98 years. It is located 15 minutes from the CBD in the beautiful Adelaide Hills. The Hospital provides a range of speciality services from paediatrics to our more senior patients and everyone in between.

About the Role

We are looking for an enthusiastic and dedicated Central Sterilising Service Department (CSSD) Coordinator to join our team. This is a hands-on leadership position, ideal for someone who can actively contribute as a team member while also providing clear guidance and support to colleagues.

The role requires working in collaboration with the Perioperative Services Manager, Clinical Nurses, Perioperative Team, Infection Control Coordinator and Quality and Risk Manager, provide sound leadership in the day to day running of the CSSD.

About You

You will bring demonstrated experience, sound judgement, and the personal qualities needed to thrive in a busy perioperative environment, including:

- Dynamic leadership and problem-solving characteristics, with a strong commitment to quality improvement
- Exceptional written and verbal communication skills
- Proficient in use of MS Office
- Excellent organisational skills
- Ability to manage competing priorities and respond to emerging needs

Key Responsibilities

- Be directly involved in the supervision of the day-to-day running of the CSSD
- Being responsible for effectively coordinating and actively participating in quality improvements within the CSSD
- Have an active role in completing required auditing and quality checks as required
- Assist with ensuring ongoing preventative maintenance schedules are maintained
- Liaise with maintenance/company representatives and create a solution-based environment
- Develop and review processes and procedures in accordance with standards to provide high levels of customer service
- Identify and oversee orientation, training and education programs within the CSSD

Essential Requirements

- Certificate III or IV in Sterilisation Services, or working towards Certificate IV
- Minimum of 3 years' experience in hospital CSSD as a team leader
- Ability to work in a small team environment
- Sound knowledge of AS/NZS 5369:2023 and NSQHS Standard 3
- Solid understanding of GESA IPC in Endoscopy
- Satisfactory and current Working with Children certificate and National Police check
- Australian citizen or current VISA

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Benefits of working at Stirling Hospital

- Salary packaging to increase your take-home pay
- A supportive, community-focused workplace
- Staff wellbeing initiatives and online professional development
- The opportunity to contribute to a respected local health service
- Free on-site parking

How to Apply

To apply, please send your application to Sharron Kemp, Perioperative Services Manager, at skemp@stirlinghospital.org.au.

Only shortlisted applicants will be contacted. Stirling Hospital reserves the right to appoint before the closing date if a suitable applicant is identified.