



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: AGED AND DISABILITY PROJECTS OFFICER

REPORTING TO: AGED AND DISABILITY SERVICES MANAGER

LEVEL: 7

LOCATION: Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Aged and Disability Services Manager and in accordance with Council corporate plans, policies, relevant legislation and funding requirements, this position has a focus on ongoing strategic and operational projects to support the Aged and Disability Services team.

DUTIES AND RESPONSIBILITIES:

- Contribute to the strategic planning of the Aged and Disability Services Program to ensure the Council's vision is being implemented and the communities' needs are being met.
- Manage the facilities works and maintenance projects to ensure all Aged and Disability services meet Environmental Health and Aged Care Quality standards.
- Manage specific service development projects focused on continuous improvement and/or quality assurance as directed by the Aged and Disability Services Manager.
- Work in conjunction with the Aged and Disability Services Manager to ensure all policies, procedures and job descriptions are current, appropriate and meet funding and legislative requirements.
- Provide support and assistance to the Aged and Disability Services Manager to implement aged care and disability reform agendas and assist with change management strategies.
- Provide high level clerical, human resources and administrative coordination and support in accordance with the Aged and Disability team work plan and workflow.

- Contribute to the development, implementation and evaluation of the program's continuous improvement plan, risk management plan and communication strategy.
- Effectively contribute as a member of a team and promote a safe and harmonious work environment.
- Carry out any other duties as directed by the Aged and Disability Services Manager.

SELECTION CRITERIA:

Essential

1. An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective support in a cross-cultural environment.
2. Demonstrated experience in the interpretation and management of funding agreements, contracts, policies and procedures.
3. Experience in project management including the development of implementation plans and the management of budgets.
4. Ability to work productively and collaboratively with a multidisciplinary team.
5. Demonstrated understanding of community development principles and relevant experience in a similar community service support/administration role.
6. Demonstrated effective customer service with an ability to liaise with internal and external stakeholders.
7. High level interpersonal and written communication skills and a sound knowledge of work force support and supervision.
8. Demonstrated understanding of time management techniques, the ability to manage multiple tasks and flexibility to adapt to changing operational demands and timelines.
9. Sound decision making skills including an analytical approach to problem solving.
10. Demonstrated high level computer skills including online reporting systems and other computer software applications.
11. Sound knowledge of Work Health & Safety principles and the ability to promote them in the workplace.
12. Current Driver's Licence and willingness to travel to remote communities.

Desirable

1. Knowledge of Aged and Disability programs.
2. Tertiary qualifications in a related field.
3. Experience in news media communication and graphic design, i.e., photos, posters, newsletters, pamphlets, and short movies.

4. 4WD experience.
5. First aid certificate.

Note to Candidates

The Aged & Disability Projects Officer will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current driver's licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Undertake continued on the job training.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Applications marked 'Confidential' should be forwarded to:

Diane Hood
Chief Executive Officer
PO Box 2257
Alice Springs NT 0871
Ph: 1300 360 605
Email: recruitment@centraldesert.nt.gov.au