

## **DESCRIPTION AND SELECTION CRITERIA**

**POSITION TITLE:** Aged & Disability Coordinator - Atitjere

**REPORTING TO:** Aged & Disability Operations Coordinator - East

**LOCATION:** Atitjere

**LEVEL:** L4

### **CLASSIFICATION: FULL TIME FIXED TERM**

#### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the Aged & Disability Operations Coordinator - East and in accordance with Council corporate plans, policies and relevant legislation. This position is responsible for coordinating the Community Aged & Disability Services in accordance with program guidelines and in a culturally sensitive manner.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Leadership**

- Ability to work both autonomously and cooperatively within a team, with the flexibility to adapt to changing priorities.
- Team Lead staff and Coordinate the delivery of Community Aged & Disability Services within the designated community under the Home Care Package Guidelines and the National Disability Insurance Scheme and demonstrate a commitment to continuous improvement.
- Liaise with Aged & Disability Services Management in regards to service delivery, administration, reporting and other queries.
- Liaise with and develop positive working relationships between external and internal stakeholders and programs to enhance client service delivery, client well being and independence, whilst meeting funding body required standards of practise.

##### **Case Management/Client Service Coordination**

- Case manage/Coordinate clients approved for, Home Care Packages CHSP, Disability and other brokerage clients.
- Responsible for the implementation of service delivery as identified for frail older people and younger people with disabilities.
- Responsible for the service delivery and preparation of meals, including individualised menu planning, food ordering and food storage according to the Food Safety Plan requirement.
- Responsible for maintaining client files, care plans, assessment, reassessment of client needs and client service agreements.

- Responsible for the collection and reporting of daily client stats to meet the funding bodies reporting expectations
- Responsible for timely ordering of stock and economics of consumables liaise with Aged & Disability Services Manager regarding purchases and budgets related to the program, ensuring the organisational purchasing policies are adhered to.

### **Training**

- Liaise with Aged & Disability Operations Coordinator - East in regards to work place support and training needs for staff within the team.
- Work cohesively with approved training providers visiting service delivery sights.
- Foster and ensure all cross cultural needs are met for clients.

### **WH&S and Quality Standards**

- Comply with CDRC organisational WHS policies, Program policies and Food Safety requirements.
- Maintain employee Human Resources requirements which includes timely submission of time sheets and leave forms.
- Ensure all police checks, ochre cards and driver's licences are current.
- Initiate, coordinate and document regular staff meetings in accordance to WHS standards.
- Monitor safety of all staff and clients and report risk hazards and incidents.

### **SELECTION CRITERIA**

#### **Essential:**

- An awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Demonstrated experience of the delivery of Community Aged & Disability Services in rural remote communities.
- Demonstrated knowledge and experience of Residential Aged Care, CHSP, Home Care Packages, Carer Respite or Disability service delivery.
- Demonstrated ability to team lead, and develop staff from a range of backgrounds and in a cultural context.
- Demonstrated interpersonal, written and oral communication skills. Strong organisational skills and the ability to prioritise.
- Excellent ability to build external stakeholder relationships, demonstrate negotiation, consultation, networking and partnering skills.
- Knowledge and understanding Work Health and Safety processes and reporting.
- Current Driver's Licence ,
- First Aid Certificate and Anaphylaxis symptoms
- Criminal History Police Check/ Ochre card

**Desirable:**

- Tertiary qualifications in Social sciences, Aged/Disability Care services, Nursing or Allied health.
- Knowledge of Food Safety, Food Safety Plans Food Handlers Certificate
- Manual Handling/Fire Safety-fire evacuation
- Mental Health First Aide

**POSITION ATTRIBUTES:**

**Level 4**

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 and is the entry level for technical and trades employees.

**Authority and accountability:** Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

**Judgment and problem solving:** The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

**Specialist knowledge and skills:** Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.

**Management skills:** Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.

**Interpersonal skills:** Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

**Qualifications and experience:** Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

- a) a trade certificate or equivalent;
- b) completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or
- c) knowledge and skills gained through on-the-job training.

**Note to Candidates**

The Aged & Disability Coordinator - Atitjere will be required to:

- Partake in further training to achieve Cert IV qualifications in Aged Care (NT) where required.
- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Partake in employee WH&S induction program
- Partake in 4 WD training
- Partake in Cross Cultural Training
- Partake in first aid training including anaphylaxis, manual handling, fire safety and evacuation, food handlers/food supervisors.
- Mental Health First Aide
- Produce Current Criminal History Police Check and Ochre Card
- Meet all the requirements of the Council Code of Conduct..

People of Aboriginal and Torres Strait Islander descent are 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.

Closing date for application is **8am Monday 23<sup>rd</sup> October 2017.**

Applications marked 'Confidential' should be forwarded to the CDRC Recruitment team [recruitment@centraldesert.nt.gov.au](mailto:recruitment@centraldesert.nt.gov.au)



two ways :: one outcome

## **VISION – TWO WAYS, ONE OUTCOME**

***(Indigenous and non-indigenous people working together for the best outcomes)***

### **INFORMATION FOR APPLICANTS FOR THE POSITION OF Aged & Disability Coordinator - Atitjere**

Central Desert Regional Council is a council that covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Yuelamu Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land. The new Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

#### **SALARY**

The salary is Level 4 with a range depending on qualifications and experience of \$60,974.20 - \$65,192.06 per annum. Contract is subject to ongoing funding.

#### **HOUSING ACCOMMODATION**

Furnished accommodation will normally be provided at rental of \$35 per week.

#### **SUPERANNUATION**

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

#### **SALARY SACRIFICING**

Council has entered into a contractual relationship with Remserv to administer the salary packing process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on [remserv@remserv.com.au](mailto:remserv@remserv.com.au) or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

**NOTE:** Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

#### **ANNUAL LEAVE**

The employee is entitled to 6 weeks (pro-rata) with a leave loading of 17.5% of salary when taking leave.

By agreement, the employee may request in writing the cashing in of annual leave so long as he/she will remain with a balance of 4 weeks after the cashing in.

### **LONG SERVICE LEAVE**

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended, with the exception that employees will qualify for all pro rata long service entitlement after seven years continuous qualifying service, according to the Act.

### **PERSONAL LEAVE**

(a) Paid personal leave is available to the Employee when they are absent:

- due to personal illness or injury (sick leave); or
- for the purposes of caring for an immediate family or household member who is sick and requires the Employee's care and support (carer's leave); or
- because of bereavement on the death of an immediate family or household member (bereavement leave).

(b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service.

### **STUDY LEAVE**

The Aged & Disability Coordinator - Atitjere is entitled to reasonable study leave by agreement with the CEO.

### **LEAVE WITHOUT PAY**

Leave without pay provisions apply as approved by the CEO.

### **HOURS OF WORK**

You will be employed on a full time basis. Your ordinary hours of work will be 38 hours per week, plus such reasonable additional hours as are required to discharge your duties consistent with Council's business needs.

### **CULTURAL LEAVE**

Generous leave conditions for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs. Refer to the CDRC Enterprise Agreement for more details.

### **PUBLIC HOLIDAYS**

The Community Aged & Disability Services Coordinator is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

**PROBATION**

Employees will initially be engaged for a period of probationary employment, which will be subject to a maximum term of six months.

**RELOCATION EXPENSES**

Councils Relocation Policy will apply.

