



DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Aged & Disability Coordinator

REPORTING TO: Aged & Disability Operations Coordinator - West

LEVEL: L5

OBJECTIVES OF THE POSITION:

Operating under the direction of the Aged & Disability Services Manager 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 Services Manager 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 & Disability, 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

The Aged & Disability Coordinator will be required to:

- Partake in further training to achieve Cert IV qualifications in Aged & Disability (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 aide 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

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified. An identified position is one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

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.

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

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 5 (Salary \$67,077.44 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

HOUSING ACCOMMODATION

The employee will have access to subsidised accommodation as part of your employment. You will be required to adhere to the CDRC Staff Housing Standards Operational Policy and Procedure.

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.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
- A personal illness, or personal injury, affecting the member, or
- An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council.

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

PROBATION

This role will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy which is on the website will apply. The payment of relocation expenses is made on the condition that if for any reason the manager resigns within one year of the appointment date, then they will refund the full amount.