



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Aged & Disability Operations Coordinator - East
Reporting To	Aged & Disability Manager
Classification	Full Time Fixed Term
Level	Level 7
Locations	Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Aged & Disability Manager and in accordance with Council corporate plans, policies, relevant legislation and funding requirements, this position has a focus on operational and administrative support and coordination for the Aged and Disability Services team, in particular Ti Tree, Willowra, Atitjere and Engawala.

DUTIES AND RESPONSIBILITIES:

- Manage the Client information Management System (CIMS), undergo regular audits of records and provide ongoing CIMS support, training and advice to remote community Aged and Disability Staff.
- Lead Coordinator for the Client Management Systems and ensuring compliance with program reporting schedules including drafting reports for approval, signature and submission by Manager/Director.
- Support Aged & Disability Operations Coordinator – West in their Lead Coordinator responsibilities when required.
- Liaise with Aged & Disability Operations Coordinator – West and Aged and Disability Coordinators, keep Manager informed of any emerging issues, development and progress and liaise with assistant operations coordinator to resolve any issues.
- Support management in the development and maintenance of Aged and Disability communications and media strategies and planning for events managements.
- Provide support and assistance to the Manager Aged and Disability Services to implement Government's 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.

- 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 Manager Aged and Disability Services.

SELECTION CRITERIA:

Essential

1. An awareness of issues affecting Aboriginal people in remote locations and ability to provide effect support in a cross-cultural environment.
2. Demonstrated high standard of computer skills including use of Client Information Management systems, online reporting systems and other computer software applications.
3. Ability to work productively and collaboratively with a multidisciplinary team
4. Demonstrated understanding of community development principles and relevant experience in a similar community service support/administration role.
5. Demonstrated effective customer service with an ability to liaise with internal and external stakeholders.
6. High level interpersonal and written communication skills and a sound knowledge of work force support and supervision.
7. Demonstrated understating of time management techniques, the ability to manage multiple tasks and flexibility to adapt to changing operation demands and timelines.
8. Sound decision making skills including an analytical approach to problem solving.
9. Current Driver's Licence and willingness to travel to remote communities.

Desirable

1. Knowledge of Aged and Disability Care programs.
2. Qualifications in a related discipline.
3. Experience in events management and/or in creating media communication and materials.
4. Knowledge of WH&S principles and the ability to promote them in the workplace.

POSITION ATTRIBUTES:

Level 7

Level 7 covers specialist technical employees undertaking duties in excess of Level 6 and is the entry level for graduate professional employees.

Authority and accountability: Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.

Specialist knowledge and skills: Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.

Management skills: Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.

Qualifications and experience: Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	AGED & DISABILITY MANAGER
Supervises:	AGED & DISABILITY AREA COORDINATOR EAST
Internal Liaisons:	Managers, Coordinators and Workers
External Liaisons:	Relevant stakeholders when authorized

NOTE

The Aged & Disability Operations Coordinator – East 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 drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- 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. 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.

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: Email:
recruitment@centraldesert.nt.gov.au

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 Operations Coordinator - East

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 7 with a range depending on qualifications and experience of \$78,599 - \$83,284 per annum.

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 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 Aged & Disability Operations Coordinator - East is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave. By agreement, the Aged & Disability Operations Coordinator - East 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.

(c) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

STUDY LEAVE

The employee 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

38 hour week

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.

PUBLIC HOLIDAYS

The employee 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

The Regional Council relocation policy will apply.