

## **DESCRIPTION AND SELECTION CRITERIA**

**POSITION TITLE:** Aged Care Coordinator - Engawala

**REPORTING TO:** Aged Care Area Coordinator East

**LOCATION:** Engawala

**LEVEL:** L4

**CLASSIFICATION: FULL TIME FIXED TERM**

### **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 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 Community Aged & Disability Services Coordinator 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.

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 - Engawala**

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 \$60,974.00 - \$65,192.00 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 packaging 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 cannot legally offer such benefits.



## **ANNUAL LEAVE**

A permanent full time employee accrues 4.385 hours annual leave for every week of continuous service.

A loading of 17.5% of salary shall be paid to the employee when taking leave.

Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

## **LONG SERVICE LEAVE**

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008* (NT), an employee who enters into the service of Council from another council, a local government subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

### **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
- child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner 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.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

### **STUDY LEAVE**

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council.

Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

\*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

### **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 over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.

The ordinary span hours of work for Agency and Commercial employees may be agreed between the employee and the Council in line with prescribed individual flexibility provisions and the requirements of the business operations, and may include weekends.

### **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/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

### **PUBLIC HOLIDAYS**

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

### **PROBATION**

The employee's employment 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.