

Position Description

POSITION TITLE	Coordinator, Aged Care
POSITION NUMBER	104503
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Aged Care
LOCATION/S	Lajamanu / Laramba / Nyirripi / Yuelamu / Anmatjere / Atitjere / Engawala / Willowra / Wilora
SUPERVISOR	Senior Coordinator, Aged Care
POSITIONS SUPERVISED	This position has 2-7 direct reports

PRIMARY OBJECTIVE

The Coordinator, Aged Care is responsible for coordinating aged care services across assigned Council locations, ensuring service continuity, continuous improvement and legislative compliance in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Supervise and oversee professional aged care services across assigned Council locations to aged care clients.
2. Provide quality service delivery, ensuring services are delivered as per agreed client care plans, standards and KPIs.
3. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied.
4. Provide quality aged care services under relevant funding guidelines.
5. Conduct and maintain regular client assessments, reassessments, care plan reviews and client service agreements.
6. Monitor the budgets of clients under the Home Care Package (HCP) program and ensure services delivered are within the clients' approved budgets.
7. Provide frequent verbal and written reports on the daily operations of site and program delivery.
8. Maintain accurate and up-to-date information in the Client Management System.
9. Ensure tools, plant, facilities, equipment and vehicles are used appropriately and maintained in good working order.
10. Be engaged in an effective and proactive health, safety and wellbeing culture.
11. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Certificate IV in Aged Care or Disability or extensive knowledge and skills gained through on-the-job training.
2. Ability to supervise and direct employees from a range of cultural backgrounds.
3. Demonstrated experience in delivery of a funded community services program.
4. Demonstrated ability to plan program activities including accurately allocating time and resources.
5. Demonstrated ability to provide accurate and timely reports on services and activities.
6. Demonstrated good customer service and cross-cultural communication skills.
7. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
8. Current Class C Drivers Licence.
9. Acceptable Police Check.
10. Ochre Card.