

Position Description

POSITION TITLE	Senior Coordinator, Aged Care
POSITION NUMBER	104505
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Fixed Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Aged Care
LOCATION/S	Alice Springs, with regular visits to Communities as required
SUPERVISOR	Regional Manager, Aged Care
POSITIONS SUPERVISED	This position has 4-5 direct reports

PRIMARY OBJECTIVE

The Senior Coordinator, Aged Care is responsible for the supervision, oversight and administration of aged care support services across assigned Council locations, in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Supervise, oversee and administer program services for aged care across assigned Council locations.
2. Provide quality aged care program services, ensuring services are delivered in line with client plans and budgets.
3. Liaise with community, contractors, employees, management and external stakeholders on issues relevant to program operations and service plans for aged care services across assigned Council locations.
4. Lead the delivery of projects and work plans, including the provision of detailed, regular reports on project/program status, risks, budgets, contingencies and timeframes.
5. Assist the Manager with the management of the operational budget for projects/programs and monitor costs to ensure that services and projects can be completed within budget allocation.
6. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied.
7. Conduct regular inspections of sites and ensure that all worksites and equipment are safe and compliant with WHS obligations.
8. Manage the Client Information Management Systems (CIMS) and ensure compliance with program reporting schedules, including the provision of reports in accordance with funding arrangements and compliance requirements.
9. Undertake regular audits of records and provide ongoing CIMS support, training and advice to remote community aged care employees.
10. Coordinate materials and resources, ensuring procurement guidelines are met.
11. Undertake regular visits to Communities and in the absence of Coordinators, stay in Community.
12. Be engaged in an effective and proactive health, safety and wellbeing culture.
13. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Diploma in related discipline with considerable work experience or equivalent experience directly relevant to the position.
1. Proven experience in developing and maintaining positive working relationships with internal and external stakeholders in complex cultural settings.
2. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
2. Demonstrated experience in coordinating and delivering projects on-time, including budgeting and resource allocation.
3. Sound knowledge of Work Health and Safety requirements with the ability to manage WHS in a complex environment.
4. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
5. Current C Class Licence and willingness to travel to and stay in remote communities.
6. Acceptable Police Check.
7. Ochre Card.