

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Community Services Officer - Aged Care	<b>Designation &amp; Classification Level</b>	RGRC Level 2
<b>Position No</b>	1342	<b>Division</b>	Community Services & Engagement
<b>Business Unit</b>	Community Services	<b>Reports To</b>	Aged Care & Disability Coordinator
<b>Location</b>	Numbulwar	<b>Date Created</b>	July 2020
2. POSITION CONTEXT			
<b>Position Summary/Purpose</b>	Operate under the direction of the Aged Care & Disability Coordinator and in accordance with the Roper Gulf Regional Council Corporate Plan, policies and relevant legislation.		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Provide support to the recipients/clients of Aged Care and Disability services.</li> <li>• Work effectively in a community care environment.</li> <li>• Support the Aged Care and Disability recipients to meet their emotional and psychosocial needs.</li> <li>• Facilitate cooperative behaviour through appropriate communication with clients, colleagues and other stakeholders, and maintain confidentiality of clients and colleagues</li> <li>• Participate in safety procedures for direct care work, maintain a safe working environment and work within Workplace Health &amp; Safety policies, procedures and practices</li> <li>• Ensure the policies and procedures of Roper Gulf Regional Council are adhered to and all resources effectively deployed</li> <li>• Participate in training programs and seminars to enhance professional performance.</li> <li>• Cooperate with employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation.</li> <li>• Other reasonable duties as directed by the Aged Care and Disability Coordinator</li> </ul> <p><b>2. Work Health and Safety (WHS)</b></p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>• Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> <li>• Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System</li> <li>• Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements</li> <li>• Attend and actively participate in WHS and other mandatory training</li> <li>• Monitor workplace conditions and report:               <ul style="list-style-type: none"> <li>○ Ideas which may improve health and safety</li> <li>○ Any work related or personal injury or illness (where it may affect their ability to work safely)</li> <li>○ Any work-related incident they witness, including bullying and harassment</li> <li>○ Hazards and incidents including any malfunction or inadequacies of equipment</li> <li>○ Correct minor hazards as applicable.</li> </ul> </li> </ul>			
4. SELECTION CRITERIA			
ESSENTIAL			
<ol style="list-style-type: none"> <li>1. Certificate III in Aged Care, be working towards or willing to obtain qualification.</li> <li>2. Ability to solve day to day work issues and communicate problems to supervisor for resolution.</li> <li>3. Ability to carry out detailed written or oral instructions and/or procedures under general direction.</li> <li>4. Ability to plan daily activities to achieve predetermined goals, targets, outcomes and objectives set for the role.</li> </ol>			

5. Ability to work as part of a team, creating smooth workflow, including assisting with others workload if necessary to achieve predetermined goals, targets, outcomes and objectives.
6. Good verbal communication skills with the ability to understand basic questions and directions.
7. Good written communication skills with the ability to complete standard correspondence following prescribed formats.
8. Possess an understanding of Aged Care requirements with the ability to act with sensitivity, confidentiality, courtesy and discretion at all times.
9. Sound knowledge of the principles of Workplace Health & Safety.
10. Able to meet the inherent requirements of the position both physically and mentally.

**DESIRABLE**

1. Knowledge and / or experience of first aid, manual handling and infection control
2. Current Northern Territory Manual "C" Class Drivers Licence or ability to obtain.

**MANDATORY REQUIREMENTS**

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
4. Current First Aid Certificate or willing to participate in training to obtain qualification.

**5. ACKNOWLEDGEMENT**

<b>GENERAL MANAGER</b>	David Hurst	<b>Date Approved:</b> 29/11/22	<b>Signature:</b> 
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>