

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Aged Care and Disability Coordinator	Designation & Classification Level	Level 6
Position No		Division	Council Services and Community Engagement
Business Unit	Community Services	Reports To	Aged Care and Disability Manager
Location	Various	Date Created	January 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	The Aged Care & Disability Coordinator sits under the Council Services and Community Engagement division and reports to the Aged Care and Disability Manager. They are responsible for coordinating Aged Care and NDIS programs across the region, while supporting the organisation's business, operational and governance needs. This can include managing staffing levels, resource management, budgeting, monthly reporting, file management and other operational tasks.		
3. KEY RESPONSIBILITIES			
1. Service Delivery, Planning and Monitoring			
• Provide advice to the Aged Care and Disability Manager on appropriate staffing levels to ensure a continuous service (excluding force majeure circumstances) and manage staffing levels to ensure a continuous improvement in service delivery by identifying skills gaps and coordinating staff training schedules. • Manage all clients registered for HCP, CHSP and NDIS programs and coordinate the delivery of these services across the Region. • Monitor client contributions, including Medicare and Centrelink. • Negotiate with other Managers / Department heads to utilise existing operational staff when required, while complying with all internal requisition procedures, to ensure that programs share limited resources available and encourages a multidisciplinary culture amongst Council staff. • Assist the Aged Care and Disability Manager in the development of strategies for the renewal of equipment and assets to ensure that staff have access to contemporary work tools and other resources. • Coordinate requirements for resources and assist in developing plans to ensure resources are available to staff, within budget, to enable them to perform their roles to a high standard. • Assist in the development and monitoring of service and Program Plans. • Provide support and mentoring services to Community Service Officers/Community Services Team Leaders • Undertake other reasonable duties as required or directed by the Aged Care and Disability Manager to accommodate change and growth in service requirements within the scope of the position and any applicable duty list or any other legal or industrial compliance requirement. • Provide a written monthly report and weekly log sheets to the Aged Care and Disability Manager on the operation of aged care and disability services. • Liaise with Aged care and Disability Administration Officer to ensure employee and client files are kept up to date with details of any training courses attended and certificates achieved. • Utilisation of relevant portals including PRODA, MAC, Medicare, Centrelink, E-Tools, SharePoint, and other systems as required. • Ensure kitchen and other relevant Aged Care facilities are maintained and operated to the standard required under legislation. • Ensure kitchen has appropriate food preparation licencing.			
2. Organisational Sustainability			
• Ensure staff are issued with appropriate protective equipment and uniforms and have suitable equipment with which to do their jobs. • Monitor compliance with Council's policies and procedures and mandatory aged care compliance regulations. • Ensure performance indicators are met including the lodgement of required reports to the Aged Care and Disability Manager. • Provide a written monthly report to the Aged Care and Disability Manager on the operation of aged care and disability services. • In collaboration with the Aged Care and Disability Manager and Council services manager maintain policy requirements, manage, monitor and support employment processes (e.g. recruitment and selection, performance development and improvement, disciplinary action, rosters and leave).			

- Maintain daily contact with all staff.

3. Quality and Continuous Improvement

- Support the Aged Care and Disability Manager to identify, develop, maintain and promote networks to promote the service and keep abreast of the availability, eligibility for and costs associated with the service Program.
- Participate in safety procedures for direct care work.
- Contribute to continuous improvement by involvement in staff meetings, planning days, and feedback mechanisms.
- Participate in training programs and seminars to enhance personal professional performance.

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others.
- 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.
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements.
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety.
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment.
 - Hazards and incidents including any malfunction or inadequacies of equipment.
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Tertiary qualification, which may include Social Sciences, Aged Care Services, Nursing, Health Science or similar.
2. An awareness of Indigenous and First Nations cultural customs, practices and issues in remote locations and the ability to provide effective service delivery coordination in a cross-cultural environment.
3. Demonstrated interpersonal, written and oral communication skills.
4. Knowledge and understanding of case management.
5. Knowledge, understanding and experience working with vulnerable people, such as aged care, disabled people, childcare or similar.
6. Knowledge of Food Safety, Workplace Health and Safety Regulations within the Aged Services Industry or similar.
7. Demonstrated proficiency in using a wide range of IT applications, including Microsoft Office suite.
8. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Previous experience in a Local Government environment.
2. Previous experience in an Aged Care environment.
3. Provide current First Aid Certificate and/or willingness to participate in relevant training.

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 Northern Territory "C" Class Drivers Licence with manual driving capacity or ability to obtain, and willingness to work in remote communities.
4. 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.

5. Current NDIS screening Check (or willingness to obtain).
6. NDIS Worker orientation Module (or willingness to complete).
7. Ability, or proven ability, to meet KPIs.
8. Able to meet inherent requirements of the position both physically and mentally.

5. ACKNOWLEDGEMENT

GENERAL MANAGER	<i>T. Hooper</i>	Date Approved: 16/12/24	Signature: <i>J. Hooper</i>
Employee Name		Date:	Signature:

