



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: AGED AND DISABILITY CARE SERVICES MANAGER

REPORTING TO: DIRECTOR OF COMMUNITY SERVICES

LEVEL: 8/9

LOCATION: Alice Springs

OBJECTIVES OF THE POSITION:

Operating under the direction of the Director of Community Services and in accordance with Council corporate plans, policies, relevant legislation and funding requirements, this position is responsible for supporting Aged & Disability Care Services through an efficient and effective provision of and maximum access to aged care, disability care and associated programs to the communities within the Regional Council.

DUTIES AND RESPONSIBILITIES:

- Coordinate the development, implementation and review of the Council's Aged and Disability Care Services Program.
- Coordinate and be accountable for the financial operations in relation to Aged and Disability Care Services agreements the Council has entered into and compliance with all reporting requirements.
- Coordinate a network of Aged & Disability Care Services stakeholders across the Council Region, manage stakeholder relationships and build capacity through a whole of government approach to the aged and disability care services across the Central Desert Council.
- Coordinate the recruitment of all Aged & Disability Care Services staff across the Council, in partnership with the Human Resources.
- Provide professional support and coordinate the induction, training and development of all Aged & Disability Care Services staff across the Council.

- Establish and administer the effective collection of information on community needs, current level of satisfaction and industry best practice levels in relation to aged and disabled care facilities, programs and services.
- Assisting the development of a regional strategic and operational plan which sets targets and includes work plans for Aged and Disabled Care Services and develop appropriate reporting tools.
- Maintain safety and ensure that Work Health and Safety Regulations are adhered to.
- Provide regular reports to the Director of Community Services as required.
- Ensure an effective, efficient and courteous service is provided to all service users and the community.
- Carry out any other duties as directed by the Director of Community Services.

SELECTION CRITERIA:

Essential

1. Demonstrated experience in the delivery of Aged and/ or Disabled Care Services and associated programs.
2. An understanding of the principles of Client Directed Care and its application in a remote Indigenous community setting.
3. Demonstrated experience in the completion of government funding reporting requirements.
4. Demonstrated experience in developing and managing program budgets.
5. Experience in and a functional capacity to use computer-based Financial Management Systems and Client Information Management Systems (eTools).
6. Experience in establishing and maintaining successful relationships with Stakeholders.
7. Demonstrated understanding of community development principles.
8. Demonstrated interpersonal, written and oral communication skills to communicate effectively and produce confidential written reports of quality and relevance.
9. Experience in coordinating, training and motivating staff.
10. Sound decision making skills including an analytical approach to problem solving.
11. Current Driver's Licence and willingness to travel to remote communities.

Desirable

1. An awareness of issues affecting Aboriginal people in remote locations.
2. Qualifications in a related discipline.
3. Knowledge of WH&S principles and the ability to promote them in the workplace.

POSITION ATTRIBUTES:

Level 8

Level 8 covers professionals/specialists positions that provide both advisory and project management responsibilities in excess of Level 7. The positions in Level 8 generally have a major impact upon the day-to-day operations of a function, department or work area of the employer.

Authority and accountability: Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).

Judgment and problem solving: Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.

Specialist knowledge and skills: Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.

Management skills: Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.

Interpersonal skills: Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.

Qualifications and experience: Employees at this level supplement base level professional qualifications with additional skills training. Considerable practical experience or skills training is required to effectively control key elements of the job.

Note to Candidates

The Aged & Disability Care Services Manager will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.

- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly 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:

Cathryn Hutton
Chief Executive Officer
PO Box 2257
Alice Springs NT 0871
Ph: 1300 360 605
Email: recruitment@centraldesert.nt.gov.au

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 Care Services Manager

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 8/9 with a range depending on qualifications and experience of \$85,242 - \$102,082 per annum.

The current Enterprise Agreement expires on 30th June 2016. Salary and working conditions after June 30, 2016 will be subject to the Enterprise Agreement in place.

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 packing 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 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 can not legally offer such benefits.

ANNUAL LEAVE

The Aged & Disability Care Services Manager is entitled to 6 weeks with a leave loading of 17.5% of salary when taking leave.

By agreement, the Aged & Disability Care Services Manager may request in writing the cashing in of annual leave so long as he/she will remain with a balance of 4 weeks after the cashing in.

LONG SERVICE LEAVE

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended, with the exception that employees will qualify for all pro rata long service entitlement after seven years continuous qualifying service, according to the Act.

PERSONAL LEAVE

(a) Paid personal leave is available to the Employee when they are absent:

- due to personal illness or injury (sick leave); or
- for the purposes of caring for an immediate family or household member who is sick and requires the Employee's care and support (carer's leave); or
- because of bereavement on the death of an immediate family or household member (bereavement leave).

(b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service.

(c) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.

STUDY LEAVE

The Aged & Disability Care Services Manager is entitled to reasonable study leave by agreement with the CEO.

LEAVE WITHOUT PAY

Leave without pay provisions apply as approved by the CEO.

HOURS OF WORK

38 hour week

CULTURAL LEAVE

Generous leave conditions for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

PUBLIC HOLIDAYS

The Aged & Disability Care Services Manager is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

PROBATION

Employees will initially be engaged for a period of probationary employment, which will be subject to a maximum term of six months.

RELOCATION EXPENSES

The Regional Council relocation policy will apply.