



Northern Peninsula Area Regional Council

Employment opportunity

Coordinator, Aged Care and Home Services

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced **Coordinator, Aged Care and Home Services** to join the Community and Regulatory Services.

The Coordinator Aged Care and Home service leads the planning and delivery of care services to clients using the NPARC Community Aged Care and Home Support service. This includes care planning, rostering staff and organising training. The incumbent works closely with the Manager Aged Care and Home who will delegate tasks as required. This position relieves the Manager Aged Care and Home services on an as needs basis

In this role you will have the opportunity to:

- Coordinating the day-to-day delivery of the NPARC Community Aged Care and Home Support service to ensure quality care is provided that meet the needs of clients
- Rostering home carers and support workers to deliver scheduled care according to care plans
- Assisting with the Intake process including explaining the Charter of Aged Care Rights with client's and their families, maintaining regular contact, and providing updates on service provision
- Assisting with conducting assessments, developing and reviewing care plans and scheduling services for client's consistent with the process and timeframes outlined in NPARC Why and How Manual policies and procedures
- Working with the NPARC Community Aged Care and Home Support Service Manager to investigate and document aged care feedback and complaints following NPARC policy and procedures
- Conducting annual performance appraisals and undertaking performance management for staff reporting directly to the position
- Supporting the placement of Trainees and students as required
- Participating in quality assurance activities, writing and submitting reports on time

- Contributing to the development and overseeing compliance of policies and procedures relating to aged care service delivery
- Maintaining knowledge of developing trends within the aged care industry.

EXTENT OF AUTHORITY

- The incumbent will take responsibility for decision making and outcomes, directly related to their primary objectives and key duties
- The position has a supervisory and support role over the Home and Community Care positions.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- 3 Year Term Contract
- \$58,397 - \$80,282 per annum, plus superannuation
- 38 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

1. A strong commitment to providing quality services for frail aged and younger people with disabilities
2. Strong interpersonal and client service skills.
3. Staff management skills.
4. Experience at client intake and care planning
5. Ability to develop individual client budgets
6. Understanding of the practical application of WH&S requirements
7. Understanding of local indigenous issues

Qualifications

8. Formal Qualifications in Age Care Cert. IV or similar health fields
9. Hold a current Senior First Aid Certificate
10. Current Driver's License

Other requirements

1. Be prepared to obtain a Federal Police Clearance
2. Physical requirements - Able to lift and move frail and disabled in accordance with approved manual handling procedures

3. Experienced using Microsoft Office programs and using electronic client information management systems programs

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 and/or 07 40486613 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Wednesday, 19 April 2023