



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	January 2023
Position Title	Coordinator, Aged Care and Home Services		
Award	<i>Queensland Local Government Industry (Stream A) Award – State 2017</i>		
Classification	Band 2 level 1 – 4 (Depending on Skills and Quals)		
Division	Community and Regulatory Services		
Section	Aged Care and Home Services		
Location	New Mapoon		
Employment Type	Full time 3 Year contract		
Hours of Duty	38 hours per week		
Supervisor	Manager, Aged Care and Home Services		
Direct Reports	14 Staff (This may vary, subject to the numbers of Permanent Fulltime and Permanent part time staff)		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

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.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited 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.

SELECTION CRITERIA

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

Other

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

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)