

Position Description

Job Title	Manager Chivaree Aged Care & Disability Respite Care Centre
Organisational Context	Aurukun Shire Council is an Indigenous community of approximately 1450 people. Council provides a variety of services to the community that include provision of education, health, community and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Community Services
Location	Aurukun
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services – Level 6.
Reports to	Director Community Services
Position Scope	Oversee and manage the Chivaree Centre and to ensure smooth operation, compliance, and a high quality of care to frail aged and disabled clients.
Employees Supervised	All Chivaree staff
Key Selection Criteria	<ol style="list-style-type: none"> 1. As the position is based at an aged care facility the successful applicant will be required, in accordance with the provisions of the Aged Care Act 1997, to undergo a police check. The police certificate has to show no serious reportable offences. 2. NDIS Workers Screening Check. 3. At least 5 years' experience in Aged Care program sector, particularly experience in home care service delivery. 4. Police, Yellow card and NDIS Workers screening check. 5. Tertiary qualifications in Aged Care, Enrolled or registered nurse qualifications desirable. 6. Safe Food Handling Supervision. 7. A demonstrated commitment to the care and protection of clients. 8. A demonstrated experience in team leadership and management 9. Well-developed skills in Microsoft Word, Excel, and Outlook and Proficiency with Aged care and or NDIS reporting Software 10. Demonstrated interpersonal and communication skills, including verbal, written and negotiation skills. 11. Demonstrated ability to manage services and programs with a budget. 12. Demonstrated ability in time management and organisational skills. 13. Well-developed problem solving skills. 14. Ability to use initiative, think laterally and strategically to meet deadlines and produce quality work under pressure. 15. Ability to work within the local government environment and have an understanding of cultural awareness and sensitivity of the local

	community.
Job Roles & Key Objectives	<ol style="list-style-type: none"> 1. Manage all funded Chivaree Centre programs to ensure they are compliant with legislation, standards, contractual requirements and internal policy. 2. Ensure delivery of program services in accordance with program budget, council business plans and in line with clients' needs and plans. 3. Develop and maintain programs operational and administrative systems and procedures to support effective management. 4. Ensure a consistent standard of quality delivered for program in accordance with regulations prescribed in relevant legislation and funding agency standards. 5. Manage and monitor details and costs of Client NDIS packages. 6. Ensure programme income invoicing is timely and accurate. 7. Ensure Programme and funding acquittals are timely and accurate and the reliance on consultants is reduced. 8. Manage and Co Ordinate a local recruitment programme in conjunction with the Manager of Human Resources. (REFER no 5 in KPI section page 2) 9. Willingness to provide a 'Hands On' approach to resolve problems and short staffing that may occur from time to time. 10. Coordination of staff roster and leave. 11. Develop, lead and motivate a team. 12. Manage risks and issues arising in the course of service management. 13. Promote and maintain positive relationships with internal and external stakeholders. 14. Advise and consult with all relevant parties regarding complex and sensitive matters in accordance with the programs and council policies. 15. Support and promote the work of Aurukun Shire Council maintaining a positive image of the organisation in accordance with the level of position. 16. Comply with all Aurukun Shire Council policies, code of conduct, procedures and practices, external funding body requirements and legislation. 17. Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work, Health and Safety and Environment requirements. 18. Other duties as directed by Director Community Services. 19. Manage facility as required by LDMG as an Evacuation Center.
Key Performance Indicators	<ol style="list-style-type: none"> 1. Ensure all funded programs are compliant with legislation, standard and contractual requirements. 2. Ensure programs are delivered within budget and in alignment with Council plans 3. Ensure Chivaree Centre is meeting client needs 4. Ensure all Administration systems and procedures meet legislative and funding body requirements. 5. Identify skill shortages amongst staff and suggest appropriate training. 6. Promote a positive environment and ensure community needs are taken into consideration with all activities/programs.

	<ol style="list-style-type: none">7. Maintain professional development as required, including First Aid training and maintenance of first aid skills and CPR.8. Manage and co-ordinate certification audit, self-assessment and reporting.9. No breaches of Council and Chivaree Centre policies and procedures10. Ensure all staff are compliant with all legislative/funding guidelines including but not limited to: WHS, QLD Govt., ASC, Federal Govt.11. Ensure ROCS data input is accurate and timely.
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I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____