

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title	Community Care Senior Project Officer (Aged Care & NDIS)		
Location	Jabiru	Department	Community and Council Services
Position Level	Level 8	Work Group	Community Services
Position Type	Permanent / Full Time	Approval Date	13 September 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

To ensure the Aged Care at Home Services and NDIS programs are culturally appropriate, safe, compliant, and maintain a high level of client engagement and satisfaction. In addition, ensure operational efficiency and compliance with the new Aged Care Act, strengthened Quality Standards and NDIS Practice Standards, at all sites across the region.

Key Duties and Responsibilities

1. Monitor, direct and ensure all Community Care services meet best practice principles to the auditable levels expected by the Aged Care Quality and Safety Commission and the NDIS Quality and Safeguards Commission while being conducted in accordance with WARC policies and procedures, budgets and funding guidelines.
2. Develop and maintain mutually beneficial networks of clinical and allied health supports to ensure the best outcomes and wellbeing of clients.
3. Design and ensure the implementation of innovative and culturally appropriate programs and activities for the Community Care portfolio.
4. Provide technical expertise to develop care plans for Aged Care clients that meet their needs and expectations and fulfil all legislative and other regulatory obligations.
5. Contribute to the outcomes included in WARC's strategic plan.
6. Develop systems for business continuity and succession planning in the Community Care space.
7. Work closely with the team to develop and monitor care plans and budgets for community care clients.
8. Prepare quality reports for funding bodies and regulatory authorities, as required.
9. Ensure the incident management registers and continuous improvement plans for Aged Care and NDIS services are maintained in accordance with the requirements of the Aged Care Quality and Safety Commission and the NDIS Quality and Safeguards Commission.
10. Provide guidance and advice to local stakeholders and external agencies on issues that may arise to ensure timely, sensitive and appropriate responses to avoid escalations.
11. Provide training and development plans for Community Care staff that are culturally appropriate and meet all legislated requirements.
12. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses to yourself, other staff and community care consumers; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Community Support Business Manager which are within the employee's skills, competence and training.

Essential Criteria

1. Tertiary qualifications in Community Development, Community Services (or similar) or at least five years working in Aged Care and NDIS programs within at home or community care service settings, and demonstrated experience networking with clinical and allied health teams to determine best practice care for clients.
2. Demonstrated skills in working with a diverse range of people including an ability to communicate sensitively and effectively with Indigenous Australians.
3. Well-developed written communication skills including the ability to produce high level reports.
4. Demonstrated ability to make considered decisions and resolve complex problems in a timely manner in a fast paced, dynamic environment.
5. Demonstrated ability to support, mentor, guide, and provide advice and targeted training to small teams in remote locations who are not under your direct supervision.
6. Proven project management skills, including experience in planning, implementing and evaluating community projects.
7. Qualifications / licences:
 - a. Current C Class Drivers licence, at a minimum
 - b. Working with Children Check (Ochre Card)
 - c. NDIS Worker Screening Check
 - d. Be eligible as a suitable person to be registered as a Key Personnel member in accordance with the Aged Care Quality and Safety Commission and the NDIS Quality and Safeguards Commission.

Desirable Criteria

1. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.

Organisational Relationships & Further Information

Reports to	Manager Community Services	Supervises	Community Care Data and Compliance Officer
Internal liaising	Council Services Managers Wellbeing Services Coordinators Other Managers	External liaising	Government representatives, community organisation representatives, community members and stake holders, consultants and businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5 am to 10 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and overnight stays in remote communities may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, processes, standards and plans.