

POSITION DESCRIPTION

Position Title:	Community Care Senior Officer
Reporting to:	Wellbeing Coordinator / Team Leader Community Care (respectively)
Status:	Fixed Term, Full Time/Part Time
Salary:	Level 4
Award Conditions:	Local Government Industry Award 2020
Location:	Various

POSITION STATEMENT

This position will assist in the delivery of a range of Community Care Services and Community Aged Care packages to the West Arnhem Regional Council community, as well as providing leadership and support to members of the Community Care team.

ACCOUNTABILITIES & RESPONSIBILITIES

Operational Team Management	• Provide a high-quality level of care to the aged and disabled community by: ○ consulting, planning and monitoring individual care plans with clients and staff; ○ overseeing client activity (e.g. meals, shopping, laundry, cleaning and social outings); and ○ planning and implementing activities in response to identified needs of client care plans. • Supervise as required, encourage and support staff to: ○ follow work practices that align with Council and Community Care guidelines and policies; ○ ensure compliance with the Community Care National Service Standards and Service Agreements; and ○ participate in ongoing training and professional development. • Assist in monitoring and reviewing the budget on a regular basis. • Participate in arranged training and skills development to meet Community Care requirements.
Teamwork	• Oversee the performance of your team and complete performance reviews and training/development plans to ensure timely feedback, give appropriate recognition which reflects the contribution of staff who have the required skills and motivation to do the job. • Promote a team approach to problem solving and encourage innovative practice. • Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.



	• Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.
Policies and Procedures	• Monitor, direct and ensure all services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets and funding guidelines and best practices. • Comply with all relevant legislation and regulations.
Work Health and Safety	• Within your area of responsibility, ensure compliance with relevant regulations, legislation and safe work practices. • Comply work health and safety legislation and Council's work health and safety policies and procedures. • Contribute to organisational continuous quality improvement and internal reporting to the Team Leader Community Care and Wellbeing Coordinator (respectively). • Take reasonable care to protect the health and safety of staff and others. • Actively participate in safety improvement activities.
General Responsibilities	• Comply with the West Arnhem Regional Council 'Code of Conduct' and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • Other duties, consistent with skills and experience, as directed by the Wellbeing Coordinator / Team Leader Community Care (respectively).

SELECTION CRITERIA

Essential	• Good understanding of and experience in dealing with the special needs of the elderly and people with disabilities. • Ability to communicate effectively with clients across different language and indigenous people. • Good verbal and written communication skills. • Basic administrative skills, including computing skills to input data and produce standard reports, documents and spreadsheets. • Ability to work well with stakeholders, including clients, volunteers, staff, contractors and service providers. • Current First Aid Certificate. • Certificate III Individual Support (Ageing, Home and Community) • Certificate IV in Home and Community Care, Aged Care (or willingness to obtain). • Experience in safe food handling (or willingness to obtain). • Good understanding of Work Health and Safety in the workplace. • Current Northern Territory Driver's Licence. • National Criminal History Check clearance. • Current Working with Children/Ochre Card.
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Desirable	• Budgeting and financial management skills. • Knowledge of services delivered through the Community Care program. • Supervisory experience.
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YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

Reports to Wellbeing Coordinator / Team Leader Community Care (respectively)

Internal Community Care Officer
Community Care Assistant
Council Services Manager
Child Care Centre Staff
People & Learning Team
All Staff

External Community Care Recipients
Aged Care Recipients
Government representatives
Department of Health & Ageing Assessment Team
Community Members
Health Clinic
DBMAS



Approved by **CEO**

P Firdley :

Date: 17.12.2020

