

## NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION

<b>Position Title</b>	Aged Care Residential Care Manager
<b>Location</b>	Tjilpiku Pampaku Ngura Aged Care Facility, Pukatja
<b>Agreement</b>	Nganampa Health Council Incorporated Health Services Employees Enterprise Agreement 2016
<b>Responsible to</b>	Aged Care & Social Services Program Manager

### KEY RESPONSIBILITIES

- Responsible for the day-to-day functioning, administration and service delivery of Tjilpiku Pampaku Ngura.
- Responsible for the effective and efficient delivery of regional aged care residential, respite and palliative care services at Tjilpiku Pampaku Ngura, and for the provision in Pukatja community of CHSP services.
- Ensure that these services are aligned with the values, strategic goals and plans as determined by Nganampa Health Council and that the Health Council's policies and procedures are complied with in all circumstances.
- Report to, and works closely with, the Aged Care & Social Services Program Manager, to ensure that there are adequate human and other resources available to deliver services, that services are delivered within a framework of Continuous Quality Improvement, that regulatory requirements and standards are met, and that risks are effectively identified and managed.
- Responsible for administrative and supportive supervision for approximately 15 staff who report directly to this position
- Provide effective leadership at Tjilpiku Pampaku Ngura and ensure that services reflect a person centred approach to high quality care for residents that promotes their family, cultural and community linkages.

### JOB DUTIES

- Manage the day to day running of Tjilpiku Pampaku Ngura.



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Endorsed by: DB  
Last reviewed: Aug 2014  
Next review due: Aug 2017

- Oversee the admission and discharge of residents in line with the Health Council's policies.
- Ensure that resident care plans, records and other documentation are maintained.
- Assist with personal care of residents as required.
- Liaise with allied health and other health providers to ensure that residents have access to health care assessment and therapies that maximise mobility, functioning and participation.
- Liaise with the relatives and families of residents to promote and facilitate a family-centred approach to service delivery.
- Liaise with Nganampa Health Council Medical Officers, the Tjilpiku Pampaku Ngura Registered Nurse, and other clinical staff to ensure that care services are aligned with the residents current care plan.
- Attend care planning or case management meetings with Health Council staff and with external agencies as required.
- Liaise as required with external agencies as required to ensure that the social welfare and income maintenance interests of residents are adequately addressed.
- Coordinate the provision of CHSP services in Pukatja community.
- Coordinate the recruitment, supervision and training of Anangu staff, including liaising with external recruitment, employment and training agencies as required.
- Participate in the recruitment of all staff employed at Tjilpiku Pampaku Ngura.
- Provide administrative and supportive supervision to staff employed at Tjilpiku Pampaku Ngura and complete annual performance appraisals on all staff.
- Ensure staff receive appropriate workplace induction and orientation. Ensure staff complete the orientation checklist and ensure it is forwarded to the Personnel Coordinator.
- Maintain staff records and documentation as required.
- Coordinate regular staff meetings.
- Maintain equipment and the facility in good working order.
- Ensure adequate supplies are ordered and stocked.
- Arrange for maintenance and repairs to the building and grounds as required.
- Maintain Program activity statistics as required, including night stays and CHSP data
- Ensure that all regulatory requirements are adhered to.
- Provide reports as required for the Aged Care & Social Services Program Manager and for external funding bodies.



- Participate in the review, monitoring and updating of the Aged Care Program Quality Improvement Plan, Risk Management Plan and all Aged Care Program policies and procedures.
- Attend meeting of the Health Council's Occupational Health Safety & Welfare (OHS&W) Standing Committee.
- Follow NHC's policies and procedures, particularly in regards to Occupational Health Safety and Welfare. Ensure own work practices are safe.
- Ensure that all incidents are recorded and followed through in accordance with the Health Council's procedures.
- Participate in Aged Care Program strategic planning and development.
- Report regularly and as required to the Aged Care & Social Services Program Manager.
- Engage in ongoing professional development and training as appropriate so as to maintain and improve skills and incorporate relevant new knowledge and trends into practice.
- Engage in weekly administrative and supportive supervision and annual performance appraisal with the Aged Care Program Manager
- Attend meetings, workshops and in service programs as required.
- Undertake other duties as negotiated.

### **RELEVANCE TO NGANAMPA HEALTH COUNCIL STRATEGIC PLAN**

- Provision of best practice respite and residential aged care for Anangu at the Pukatja Aged Care facility.
- Assist in developing opportunities for Anangu employment.
- Ensure staff this position supervises are adequately supported and resourced to do their jobs.
- Promote a learning and career development culture with the organisation.
- Be a member of the OHSW Committee and participate in risk management activities.
- Collaborate with external organisations operating in the area of aged care.
- Maintain and further develop Continuous Quality Improvements systems.

### **SELECTION CRITERIA**

- Certificate IV in Aged Care or equivalent (additional qualifications in human services management, workforce training and assessment, and/or Enrolled Nursing will be an advantage).



- Current first aid certificate.
- Significant management experience in an aged care facility.
- Demonstrated ability to work effectively in a leadership role as part of a multidisciplinary team.
- Demonstrated ability to work independently, be flexible, and use supervision appropriately.
- Demonstrated high level skills in problem solving, networking and dispute resolution.
- Demonstrated commitment to professional development.
- Interest in and aptitude for, working in an Aboriginal Community Controlled Health Organisation.
- Interest in, and aptitude for, working in a very remote location.
- Computer literacy.
- Current manual drivers licence.
- National police check.

## TERMS AND CONDITIONS OF EMPLOYMENT

- This is a fulltime ongoing position with a two-year contract to be offered in the first instance.
- New appointments are probationary for the first six months.
- Salary packaging is available.
- Six weeks Annual Leave with an additional three weeks Recreation Leave.
- A fully maintained vehicle is provided for work-related duties at Pukatja.
- Rent-free furnished accommodation is provided at Pukatja.
- A locality allowance, relocation assistance and once yearly return airfares are payable.
- A police check will be required.
- Some out of hours on-call work will be required.

