

Manager Thamarrurr Aged Care

Position:	Manager Thamarrurr Aged Care
Classification Level:	7
Temporary:	Full Time
Reports to:	Community Services Manager
Responsible for:	Assistant Manager and Thamarrurr Aged Care Staff

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory and includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 3000.

Personal Attributes

Ethical behavior – this position will have access to sensitive information. It is imperative that the Manager displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service – all work performed by the Manager needs to be of the highest quality and consistent.

Safe work practices – ensure all work practices in the service follow WHS regulations.

Summary of Position

To manage aged care programs and the Thamarrurr Aged Care Centre in Wadeye The manager will work with the West Daly Regional Council to assist in the development of the delivery of culturally appropriate services to all clients. This will enable the community to provide a range of services that are able to respond to the individual needs of the clients and to assist and support family and other community members to care for them.

Position Liaises with

Internal	External
Chief Executive Officer	Commonwealth Department of Health
Executive team	NT Department of Health
Community Service Managers	Wadeye Health Centre
All Council Staff	

Specific Duties

Management

- Manage the day to day running of the centre including administration, budget management, financial management and staff management;
- Recruit local staff including regular staff members, casuals and relief staff to cover absences. Provide training, supervision, coaching, feedback, counselling and support to workers to ensure they have every opportunity to succeed in their jobs;
- Seek funding from funding agencies including liaising with funding bodies to ensure all funding criteria are met;
- Provide reports to the council and its funding bodies and seek recurrent and capital funding sources for the range of services identified by the communities;
- Maintain financial records as required and liaise with funding bodies in conjunction with community administration.
- Conduct ongoing review & periodic evaluation of the program in terms of outcomes for clients, unmet needs & financial performance;
- Maintain a safe work environment, including vehicles & equipment in accordance with Policies & Procedures. Identify & report hazards in the workplace. Adhere to WHS Legislation.
- Develop an operational plan, based on assessed needs that clearly defines the proposed activities and identifies training activities for the service. The plan needs to respond to the needs of aged and disabled Aboriginal residents, including meals, medication management, warmth (blankets, firewood), shelter, activities, provision of water and hygiene;
- Develop and implement a policy manual for the service which incorporates its philosophy, principles and standard operating procedures

Client Service

- Assess individual, personal & social needs of clients
- Coordinate, monitor & review the provision of services to individual clients
- Ensure that opinions and advice are sought from the aged and their carers in the development and provision of services;
- Maintain effective working relationships with Health Centre staff & other relevant service providers & allied health professionals, including health clinic staff, dentists, palliative care, remote area physiotherapists & occupational therapists, concerning the medical care of clients;
- Develop flexible and appropriate outreach aged care services that meet the needs of indigenous residents;
- Support and facilitate the opportunity for clients to participate in traditional activities, such as bush tucker trips and family visits;
- Advocate for the aged and disabled to ensure their needs are met.

Community

- Provide information to the community about service options;
- Support maximum involvement by family and community members in the care and support of the aged;
- Develop links with other community-based support services and organizations;
- Support the operation of aged care services within the community;
- Other duties as directed by the Community Service Manager.

Selection Criteria

Essential

1. Qualifications and experience in Aged Care. (must include medication administration qualification)
2. First Aid Certificate
3. An understanding of and commitment to Indigenous specific service delivery
4. A solid understanding of Aboriginal tradition and culture particularly as it relates to relationships, protocol and appropriate behaviour
5. A demonstrated ability to train, motivate, supervise and empower staff and to manage a team
6. Ability to work both independently and as part of a multi-disciplinary team
7. Demonstrated high level organisational, administrative and budgeting abilities, including accurate record keeping and reporting skills
8. Current Police Clearance
9. A current Northern Territory drivers' license or ability to acquire one

Desirable

1. Previous experience in a similar position.
2. Experience living in remote areas in a cross-cultural environment.

Key Performance Measures

Reliable conduct and behaviour

- Display Code of Conduct behaviours and commitment to council values.
- Deadlines and timelines met, exceptions reported to Community Service Manager in advance.
- Safe work practices developed and followed.

Work Quality

- Continuous commitment to improvement through an ongoing process of education, communication, and evaluation.

Team Leadership and Relationships

- Ensure compliance with the Council Plan and relevant legislation. Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.

Problem Solving

- Potential problems drawn to the attention of Community Service Manager and solutions proposed.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.

Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training.
- High standards of work quality and behaviour by team earned respect in communities and within council.

Approval

This appointment is a full time position and the appointed applicant may be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Chief Executive Officer

I _____ have read, understood and agree to the position description as set out above.

(Signature)

(Date)

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