

Position Description



Aged Care Team Leader

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|----------------|-----------------|------------------------|---|
| Level: | Level 4 | Department/Group: | Agency Services |
| Position Type: | Full Time | Reports To: | Council Service Manager |
| Location: | Community Based | Employment Conditions: | Victoria Daly Regional Council Enterprise Agreement 2015-2017 |
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Special Requirements:

Prior to Commencement:

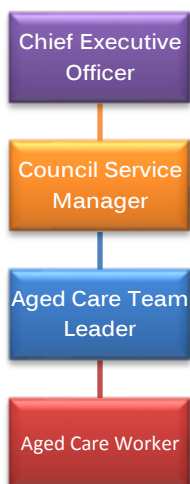
The occupant of this position must hold a current and valid:

- Working with Children Clearance Card
- Australian Driver's License
- First Aid Certificate
- National Criminal History Check - Issued within 3 months

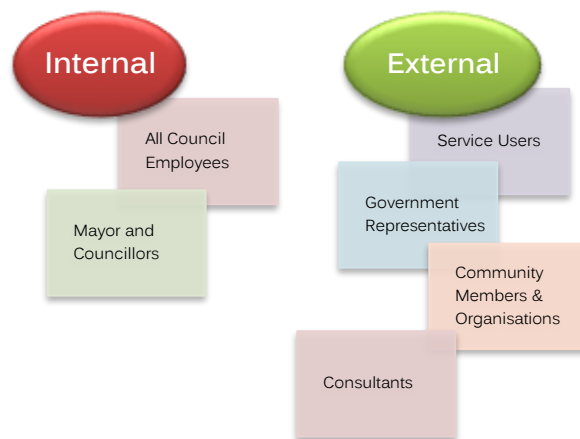
Essential –

Certificate III in Aged Care or equivalent

Organisational Structure:



Position Liaises:



Job Description

ROLE AND RESPONSIBILITIES

This position is responsible for managing the day to day operations of the Aged Care Services ensuring that personal, physical and emotional support is being provided to our older people who require assistance with daily living in the community and surrounding ward.

- Train, mentor and supervise all Aged Care staff members.
- Coordinate and prepare monthly plans and reports within the required time frames.
- Responsible for the planning, implementing and coordinating the Aged Care Service in the community.

- Responsible for planning, coordinating and delivering all of aged care services.
- Effectively coordinate the meals on wheels kitchen and food delivery in compliance with NT food safety regulations.
- Provide friendly, compassionate support to the elderly clients by assisting them with their daily living tasks.
- Effectively work in a community care environment and provide support to clients to assist them in meeting their emotional needs.
- Coordinate and participate in activities designed to enhance physical, social and emotional well being.
- Provide advice to the clients about nutrition, food storage and hygiene.
- Facilitate cooperative behaviour amongst clients.
- Communicate appropriately with clients and colleagues to ensure positive outcomes.
- Participate in safety procedures for direct care work and maintain a safe working environment and ensure Work Health & Safety regulations are adhered to.
- Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Cert III in Aged Care or equivalent (essential).
2. A current First Aid Certificate (essential).
3. Diploma in Community Services, Aged Care Services, a qualification in Nursing or equivalent. (Desirable).

PREFERRED SKILLS AND EXPERIENCE

1. Demonstrated ability to be able to lead, manage and develop staff from a range of backgrounds and in a cultural context.
2. Excellent relationship Management skills with the ability to be able to negotiate consult and network with all levels of staff and stakeholders.
3. Demonstrated ability to manage client records and capture reporting data.
4. Be able to demonstrate a caring and supportive attitude towards clients.
5. Well developed communication and negotiation skills and the ability to be sensitive.
6. Ability to work in a challenging, culturally diverse environment and respect the values, customs, preferences and beliefs of clients and their families.
7. Ability to be flexible and enthusiastic towards undertaking a variety of tasks that add value and quality to the elderly clients.
8. Ability to maintain client confidentiality.

SPECIAL REQUIREMENTS

- Criminal History Check (Recent within 3 months)
- A current Working With Children Card

Position Description



Aged Care Team Leader

- Must hold a Cert III in Aged Care or equivalent.
- A current First Aid Certificate.
- Must hold a current Australian driver's licence.

APPROVAL

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2015-2017.

A handwritten signature in black ink, appearing to read "Russell Anderson".

Russell Anderson – Chief Executive Officer

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| Created: | January 2017 | Version: | 2 | Reviewed: | January 31, 2017 |
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