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| -MalabamHealthBoard-logo | **Malabam Health Board Aboriginal Corporation****Position Description** |

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| **Position Title** | **Manager, Mala’la Flexible Aged Care and Community Services**  |
| **Position Function** | * Manage the operations of Mala’la Flexible Aged Care and Community Services, including Commonwealth Home Care Packages, Home Support Program and Disability Services
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| **Reporting / Supervision** | Chief Executive Officer  |
| **Award** | Employment conditions as per the Aboriginal Community Controlled Health Services Award, 2010; Administrative Worker Grade 8  |
| **Key Responsibilities** | * Manage the operations of the service including the physical, financial and human resources
* Manage the CHSP and the Home Support program to ensure optimal service delivery to clients
* Provide leadership and work in consultation with the team leaders to ensure optimal service delivery to clients
* Comply with all Government requirements including regulatory reporting;
* Coordinate the assessment of individual clients personal and social needs
* Ensure client and / or carer involvement in all aspects of care plan development
* Encourage and support involvement of the family / carers in the care and support of clients
* Advocate for clients of Mala’la Flexible Aged Care and Community Services to ensure their needs are met
* Ensure the provision of culturally appropriate program and service delivery including bush tucker trips and family visits
* Access information on best practice in Aged Care service delivery
* Assist in providing options and advice to clients and carers in relation to provision of services
* Develop and coordinate a range of services to support clients end of life journey and return to country if desired
* Monitor program budgets in consultation with Chief Finance Officer on a monthly basis
* Ensure accurate recording of data associated with services provided across all programs; work with the Chief Finance Officer to ensure accurate recording of client hours provided and funds expended against these hours
* Provide monthly progress reports to the Board of Directors
* Develop and review policy and procedures as necessary
* Develop and sustain professional working relationships with clients, family members / carers, community members and stakeholders
* Ensure staff are performing duties linked to their position descriptions
* Support staff in professional development opportunities
* Promote and be involved in Continuous Quality Improvement;
* Ensure the requirements WH&S legislation are met and regularly reviewed and risks managed and rectified.

**Reporting*** Provide monthly reports to the CEO outlining activities undertaken including client numbers, results of service delivery and any issues that have arisen
* Ensure that key performance indicators linked to the annual operational plan organizational strategic plan are being met

**Information Systems*** Adhere to the Information technology policies of Malabam Health Board

**Meetings*** Attend staff meetings and relevant community and service provider meetings as appropriate

**Professional Development*** Attend relevant workshops / conferences as required
* Participate in appropriate professional development to maintain and develop professional expertise, skill and knowledge

**Mandatory Requirements*** Satisfy criminal history check
* Have clearance as required by section 187 of the Care and Protection Act to be engaged in child-related employment; possess NT Ochre Card
* Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment
* Compliance with all policies and procedures of Malabam Health Board and Mala’la Flexible Aged Care and Community Services
* Report to the Chief Executive Officer immediately any personal criminal charges or convictions that arise
* Participate in annual fire drill
* Participate in annual performance review with Chief Executive Officer
* Perform other duties as directed by the Chief Executive Officer

**Work, Health and Safety*** Be familiar with WH&S policies and procedures; apply guidelines and procedures
* Report safety hazards within the workplace
* Identify and assist in rectifying safety hazards within the workplace environment

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| **Essential / Selection Criteria** | * Appropriate tertiary qualification
* Experience in Aged Care Management
* Demonstrated experience in complex program management
* Sound knowledge in monitoring financial budgets
* Experience in reporting to major funding bodies
* Experience in workplace change management
* Experience in meeting compliance targets
* Excellent consultation skills
* Exemplary communication skills
* Ability to work independently with minimum supervision
* Knowledge and understanding of issues impacting on community life within Maningrida and surrounding outstations
* Knowledge of services and support available to community members
* Experience in implementing quality improvement initiatives
* Competent in the use of information technology including word documents and electronic data bases
* Current driver’s licence
* Satisfactory criminal history check
* Current Ochre card holder
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| **Desirable / Selection Criteria** | * Experience working within an Aboriginal Medical Service
* Experience living in a remote Aboriginal community
* Demonstrated ability to engage and work effectively within a remote Aboriginal community
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**I accept the Position offered and agree to the terms and conditions contained in this position description**

**Signature of Applicant: Date**

**Signature CEO, Malabam Health Board: Date**

**Prepared: 14th June, 2017**