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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 |
| **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 |
| **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 |
| **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**