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| -MalabamHealthBoard-logo | **Mala’la Health Service Aboriginal Corporation****Position Description** |

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| **Position Title** | **Manager, Aged Care and Community Services**  |
| **Position Function** | * Manage the operations of Mala’la Flexible Aged Care and Community Services, including Commonwealth Home Care Packages and Home Support Program; NDIS service delivery
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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 and the Mala’la Health Service EBA 2019 - 2023  |
| **Key Responsibilities / Key Performance Indicators** | * KPI 1: Manage the operations of the service including the physical, financial and human resources
* KPI 2: Manage the CHSP and the Home Support program to ensure optimal service delivery to clients
* KPI 3: Provide leadership and work in consultation with staff to ensure optimal service delivery to clients
* KPI 4: Comply with all Government requirements including regulatory reporting
* KPI 5: Coordinate the assessment of individual clients personal and social needs
* KPI 6: Ensure the provision of culturally appropriate program and service delivery
* KPI 7: Access information on best practice in Aged Care service delivery
* KPI 8: Develop and coordinate a range of services to support clients end of life journey and return to country if desired
* KPI 9: Monitor program budgets in consultation with Accountant on a monthly basis
* KPI10: Ensure accurate recording of data associated with services provided across all programs; work with the Accountant to ensure accurate recording of client hours provided and funds expended against these hours
* KPI 11: Provide monthly progress reports to the Board of Directors
* KPI 12: Develop and review policy and procedures as necessary
* KPI 13: Develop and sustain professional working relationships with clients, family members / carer’s, community members and stakeholders
* KPI 14: Ensure staff are performing duties linked to their position descriptions
* KPI 15: Support staff in professional development opportunities
* KPI 16: Promote and be involved in Continuous Quality Improvement and the Accreditation process encompassing RACGP and QIP
* KPI 17: Ensure the requirements of WH&S legislation are met and regularly reviewed and risks managed and rectified
* KPI 18: Manage the NDIS program including the Coordinator of Services, NDIS and the NDIS Care Coordinator

**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 and organizational strategic plan are being met

**Information Systems*** Adhere to the Information technology policies of Mala’la Health Service

**Meetings*** Attend staff meetings and relevant community and service provider meetings as appropriate
* Participate in Executive Management meetings
* Participate in Quality and Safety meetings

**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 Mala’la Health Service 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 Nursing qualification preferred
* Extensive experience in Aged Care Management
* Demonstrated experience in complex program management
* Sound knowledge in monitoring financial budgets
* A good understanding of the Aged Care Standards
* 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, Mala’la Health Service: Date**

**Prepared: 18th October, 2021**