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