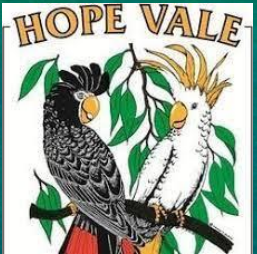
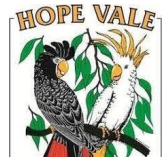


**Aged Care Facility Manager
Candidate Briefing Document
Hope Vale Aboriginal Shire Council**





Hope Vale Aboriginal Shire Council

HISTORY

This is a region rich in Aboriginal story-places, special geographical landmarks and ancient rock art.

Hope Vale was built in the late 1940s and today has a population of around 1,500 people. It was originally a Mission run by the Lutheran Church, who brought Aboriginal people from all over Australia, so now there is a mixture of languages and culture in the community, although Guugu Yimithirr is the language most spoken after English.

Cape Bedford and Elim was the original location of the Lutheran Mission founded in 1876. The buildings no longer remain, but a large wooden cross marks the place of the original mission. It is a very beautiful area, and today many Hope Vale people have a shack here and go fishing at weekends. In 2004 the Community Council became a Local Shire under the Local Government Act.

TODAY

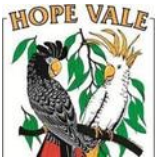
Hope Vale Aboriginal Shire Council is administered by a Mayor and 4 Councillors. There are approximately 82 Staff employed by the Council. Council's financial and governance record continues to place the Hope Vale Council in the forefront of local government in Queensland. This is a position that has been acknowledged by the Queensland Audit Office (QAO) and the Department of Local Government.

MISSION STATEMENT

Through the practice of good governance and strong leadership, the Hope Vale Aboriginal Shire will:

Provide quality services; be accountable; provide equitable representation; drive change; foster growth; promote success in a friendly environment and comply with all legislative statutory requirements.





Hope Vale Overview



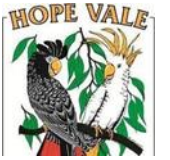
Hope Vale is situated 46 kilometres north of Cooktown and was established as a Lutheran Mission in 1949. The Aboriginal people from the Hope Valley and Bedford Missions were settled here.

The magnificent land surrounding Hope Vale covers freshwater springs, palm tree lined rivers and beautiful bright sand dunes. Hope Vale itself is made of rich red soil. The unique coloured sands near Elim display shades of yellow, black and red.

The stunning beach at Elim is home to the famous Coloured Sands, and a popular spot for Hope Vale people, many of whom have a shack here and visit at weekends to go fishing. It is also a popular camping spot, and the Elim Beach campground belonging to Thiithaarr-warra Elder, Eddie Deemal, is right on the water's edge with fabulous views to Cape Bedford, providing the perfect base from which to explore the area.

The mesmerising dune formations of the Coloured Sands are a 300 metre walk along the beach. Driving on the beach should NOT be undertaken in a 2wd vehicle, and only in a 4wd vehicle with extreme caution at low tide.

The drive from Hope Vale to Elim takes about an hour on an unsealed road which winds through white silica sand hills, rugged escarpments and heath lands.



Hope Vale Overview (Cont)



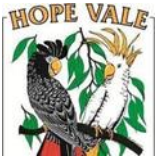
Hope Vale is a remote township, accessible from Cairns by road (4 1/2 hours drive) or a daily passenger air service to Cooktown (40 minutes). Hope Vale township is situated 46km north west of Cooktown and is located in a valley surrounded by tropical native bushland, mountain ranges, pristine coastal and diverse flora and fauna, Hope Vale has a population of approximately 1500 people.

Hope Vale is home to thirteen clan groups who mostly speak Guugu Yimithirr and other related languages, as well English.

Hope Vale has a range of community services including:

- Community: Child Care Centre, Community Justice Group, Home & Community Care, PCYC.
- Education: Kindergarten, Primary School
- Facilities: Radio Station, Indigenous Knowledge Centre, Lutheran Church, SES
- Health: Aged Care, Health Centre, Disability Services, Well Being Centre, Swimming Pool, Splash Park, Sport Centre
- Retail: Cafes, Service Station, Supermarket
- Tourism: Arts & Cultural Centre, Elim Camp Ground, Guurrbi Tours, Maaramaka Walkabout Tours
- Endeavour Valley Road between Hope Vale and Cooktown is fully sealed, making access for tourists and visitors to Hope Vale a scenic and enjoyable drive.





Making Hope Vale Home



Visitors are warned not to bring any alcohol into the community as part of the Queensland Government's aims at tackling alcohol abuse. Traffickers of such contraband substances may be subject to fines. The government also help the community by giving small one day a week jobs involving community service to deter locals away from boredom and alcohol abuse.

EDUCATION

Hope Vale has a primary (Prep-6) campus of Cape York Aboriginal Australian Academy, which is headquartered at the corner of Thiele and Poland Streets in Cairns.

There is no secondary school in Hope Vale. The nearest secondary school is Cooktown State School in neighbouring Cooktown.

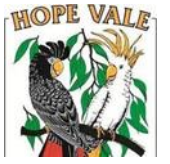
MEDICAL

Hope Vale provides a suite of regular visiting medical, community and allied health services in partnership with other health and social service providers, including diabetes educators, podiatry, pediatricians, hearing health, mental health, maternal, child health, eye specialists, and ear nose and throat specialists. A purpose-built dental suite provides comprehensive dental care to the local community.

SPORT AND RECREATION

Supported by the PCYC the Indigenous Community Sport and Recreation Program ICSRP aims to achieve:

- Increased participation (playing and volunteering) of Aboriginal and/or Torres Strait Islander people in sport and active recreation activities in each community.
- A quality, sustainable sport and recreation program is delivered in each community (with opportunities for youth and whole-of-community).
- Increased capacity of communities to plan, deliver and manage quality sport and recreation programs
- appropriate to local needs.



Council Information

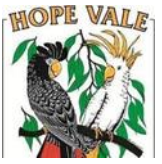
[Hope Vale Corporate Plan 2018-2023](#)

[Operational Plan 2021-2022](#)

[Annual Report and Financial Statements 2020-2021](#)

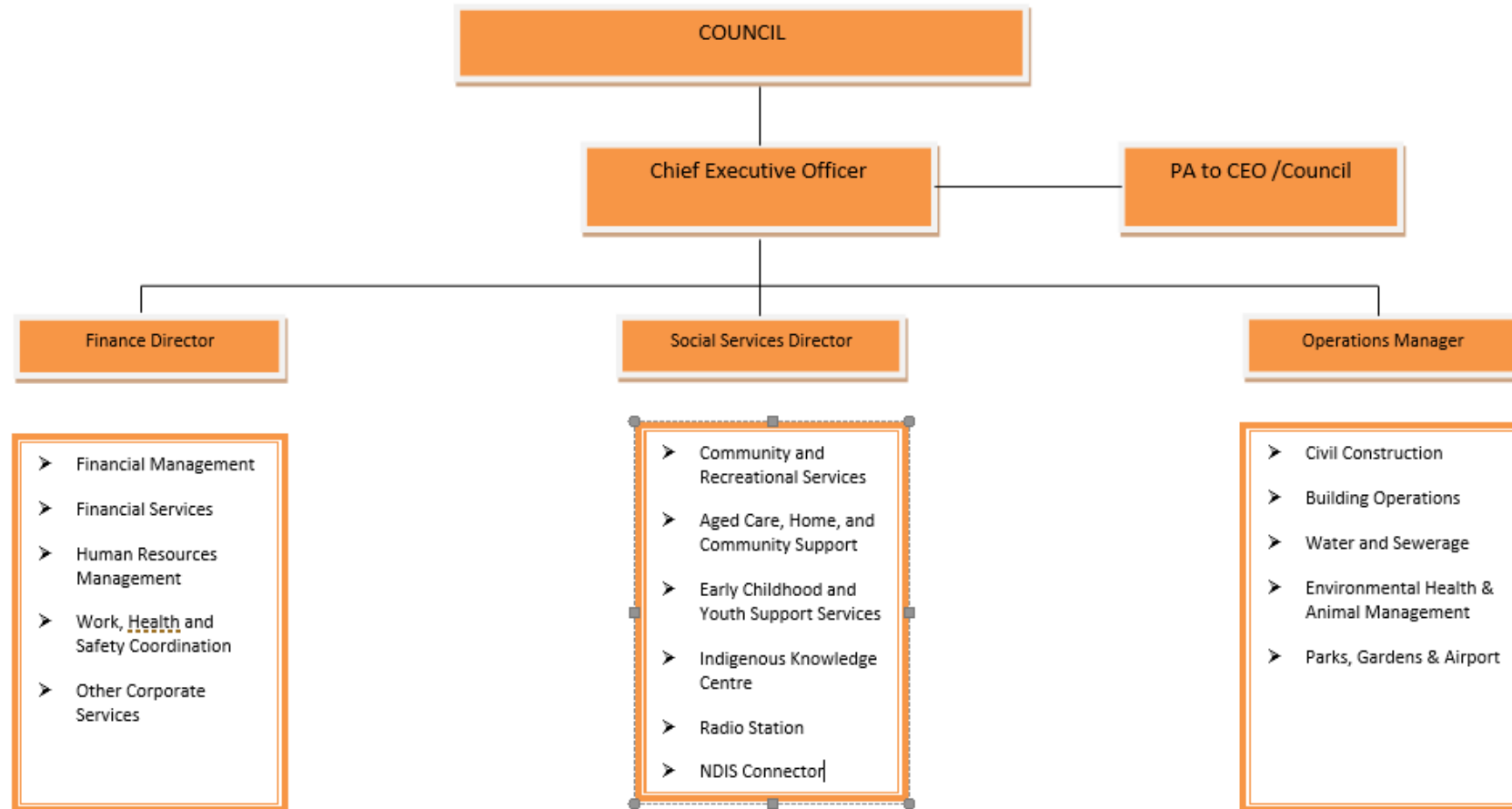
For further information please visit www.hopevale.qld.gov.au

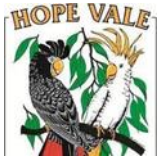




Organisation Structure

HOPE VALE ABORIGINAL SHIRE COUNCIL – ORGANISATIONAL STRUCTURE





Aged Care Facility Manager

Location:	Muni St, Hope Vale
Reports to:	Director Social Services
Employment Status:	3-year contract

ABOUT THE ROLE

With support from the Director of Social Services & Executive Team you will manage the day to day operations of the facility - Bed occupancy, accreditation processes, staffing, rostering, budgets, ACFI, and the overall delivery of exceptional service.

Ensuring the very best care standard, you will work closely and assist the Carer's in the ongoing delivery of high standards of clinical care in a caring and supportive environment.

There is a staff of 13 which consists of:

- Personal Carer's
- Administration Officer
- Cook's
- Kitchen Hand Assistant
- Cleaner
- Leisure & Lifestyle
- Yardman & Maintenance
- Registered Nurse



About the Role

This position exists to:

- Provide effective administration of the government funded 20 beds and guestroom complex.
- Provide co-ordination of client and clinical services and provide direction to Aged Care staff ensuring service is person centred and delivering optimal support meeting individual client needs in a collaborative, team environment. Assess client's health problems and needs, develop and implement nursing care plans, and maintain medical records.
- To advise clients on health maintenance and disease prevention or provide case management.
- To provide these services in a compassionate, professional, ethical and knowledgeable fashion.

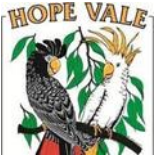
ORGANISATIONAL RELATIONSHIPS - INTERNAL

- Mayor and Councillor's
- Department heads and other staff

ORGANISATIONAL RELATIONSHIPS - EXTERNAL

- Community groups and Traditional Owners
- Government departments and the wider community including Clients, families of clients and customers





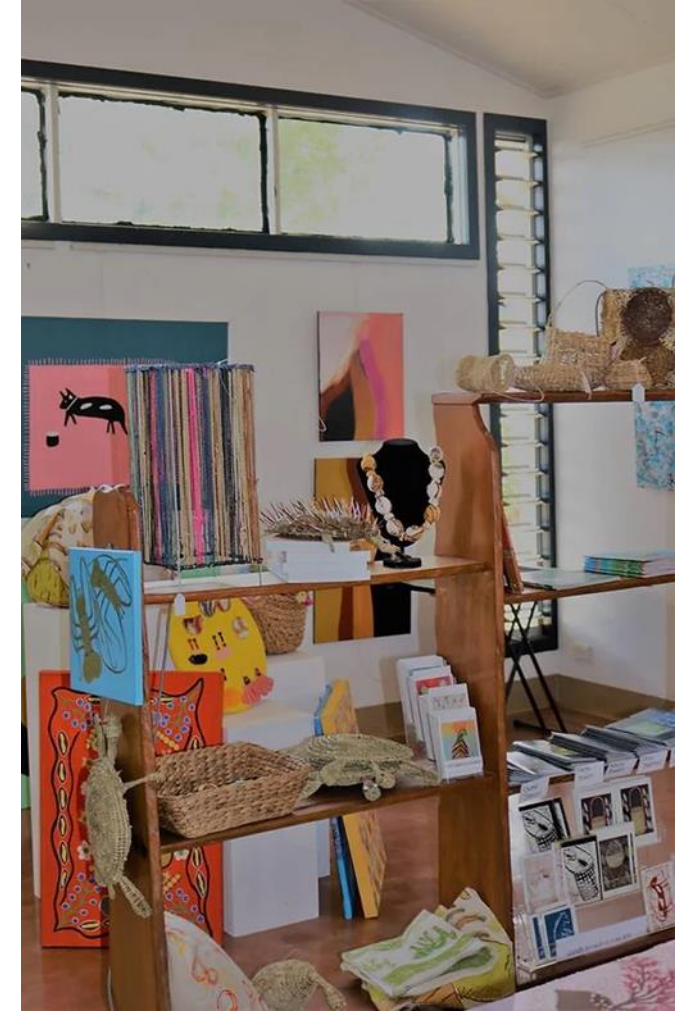
Position Responsibilities

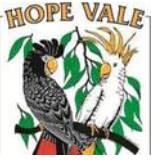
As a Facility Manager/RN, you will perform your job duties according to the Hope Vale Aboriginal Shire Council's Policies and Procedures and Hope Vale Aged Care policies and processes whilst upholding the utmost ethical and safe techniques always keeping the care of the resident as your top priority.

- Provide effective and compliance management of the government funded 20 bed Age Care Facility and guestroom complex.
- Working within a team framework to maintain quality care and service delivery and to promote improvement within systems and processes as required by the Aged Care Quality and Safety Commission.
- Liaise with government departments, organisations and the Hope Vale Aboriginal Shire Council to develop quality systems and fulfil obligations with funding bodies.
- Undertake and manage all activities associated with the ACFI and resident clinical assessment as required.
- Monitor legislative updates and ensure action is taken in response as appropriate. Maintain the Regulatory Compliance Log in conjunction with support from Director of Social Services.
- Actively drive the quality systems within the Hostel working closely with the Director of Social Services to ensure effective governance.
- Develop comprehensive Monthly reports to enable effective information sharing so that the governing body can effectively perform in its role.
- Participate in all required aged care reporting activities through My Aged Care and other official bodies.
- Manage the day-to-day administration of the Hostel and the ongoing development and viability of the Aged Care Hostel and guestrooms.
- Maintain the visitor occupancy records and viability of the Hostel.

Position Responsibilities (cont)

- Provide leadership to manage staff, duties and rosters.
- Monitor staff work performance and effective orientation of new staff.
- Develop and deliver training to staff as required; drive the staff education program and retain records of attendance to evidence the skill set of the staff at the Hostel.
- Developing the interest of staff whilst providing a positive learning environment for staff to access the necessary skills to carry out their duties.
- Work in collaboration with Council Administration to enhance, maintain and monitor the necessary administrative systems.
- Identify where resources and/or funding are needed and inform Council through internal processes including in Monthly Reports.
- Investigate new avenues for revenue generation
- Ensure compliance with Workplace Health and Safety, Food Safety, Fair Work and other legal requirements.
- Perform all nursing duties in accordance with the Nursing Act specific to Queensland and professional accountabilities and standards as defined by the Australian Health Practitioners Regulatory Agency (AHPRA).
- Other reasonable duties as directed by the Director of Social Services





Key Requirements

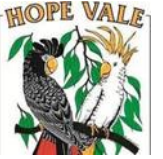
QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Current National Nurses Registration with the Australian Health Practitioners Regulatory Agency (AHPRA).
- Have appropriate qualifications or be willing to undertake training in the role of Infection Prevention and Control Lead.
- Knowledge of Serious Incident Response Scheme (SIRS) reporting requirements.
- Management skills of a high order, including highly developed organisational skills, written and oral communication skills, interpersonal and negotiation skills and problem- solving skills.
- Ability to think strategically; develop, implement and evaluate plans; work to strict deadlines.
- Must have high level assessment skills and knowledge to be able to plan and implement appropriate care.
- Must be excellent communicators, as advocating for their patients, coordinating multi-disciplinary team members and counselling and supporting family members are integral components of providing care to the residents at the Aged Care.
- Manager is responsible for the overall planning, co-ordination, formulation and direction of policies relating to the provision of clinical resident care.
- Responsible for ensuring staff adherence to policies and standards for the planning, development, implementation and evaluation of resident/client care.
- The ability to work independently without direct supervision

KNOWLEDGE

- Good knowledge about all matters relevant to the clinical operation of an Aged Care Hostel
- Extensive knowledge about all aspects of the delivery of care and services, particularly in Indigenous communities.
- Knowledge of the range of issues affecting Aboriginal and Torres Strait Islander people



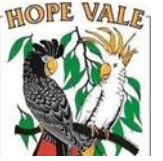
Key Requirements

HIGHLY DESIRABLE

- Qualifications in management, business or related disciplines, and qualifications relevant to the designated services and programs.
- Knowledge of the aged care industry and the national aged care standards accreditation systems or an ability to learn on the job.
- Good interpersonal skills and positive attitude to changing circumstances in the workplace.
- Experience and knowledge of computer systems including Microsoft Word and Excel, and My Aged Care Provider Portal.
- Good understanding of Equal Employment Opportunity, Anti-Discrimination and Workplace Health and Safety.

OTHER REQUIREMENTS

- Must maintain a professional approach to the position.
- Must be prepared to undertake workplace learning and be committed to future personal development.
- Committed to customer focus and the principles of Best Practice.
- Management skills of a high order, including highly developed organisational skills, written and oral communication skills, interpersonal and negotiation skills and problem -solving skills.
- Ability to think strategically; develop, implement and evaluate plans; work to strict deadlines.
- Must be excellent communicators, as advocating for their patients, coordinating multi-disciplinary team members and counselling and supporting family members are integral components of providing care to the residents at the Aged Care.
- Manager is responsible for the overall planning, co-ordination, formulation and direction of processes relating to the provision of clinical resident care.
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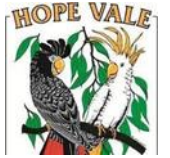
Selection Criteria

- Registered Nurse Qualifications/Current National Nurses Registration Australia (mandatory).
- Excellent organisational, leadership, communication, and analytical skills with emphasis and/or experience in working with indigenous people.
- Demonstrated understanding and knowledge of legislation/regulation related to Aged Care/Residential Care services.
- Current Police Check. Hope Vale Aboriginal Shire Council has a duty of care to its Aged Care facility Residents, clients, employees and the public for their personal safety and wellbeing. Therefore, any person in a position with direct client/resident contact will be required to undertake a pre-employment police check.
- Staff engaged in Aged Care are required to have a Police Certificate dated not longer than 3 years.
- Post basic geriatric experience and/or qualifications.
- Demonstrated experience in the operations of an Aged Care/Residential hostel facility in a Local Government industry or related work environment.
- IPC Lead Qualification would be desirable

OTHER REQUIREMENTS

- Annual Flu vaccination is required.
- Disability Card
- COVID-19 vaccination history inclusive of Boosters at recommended intervals must be evidenced
- Current Driver's Licence

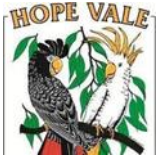
Additional Information



- There is currently a Registered Nurse in community on an interim basis to ensure continuity of services and will potentially be there for a handover with the person appointed to this role.
- There are some challenges coming into the role eg bringing staff morale up and having consistency around leadership and regular meetings put back in place. There were some non-compliance issues in the last audit however everything is now in place so the focus will be on reporting. Going into the portals, looking at ACAT assessments, staffing and ongoing professional development ensuring monthly training for staff is in place will be important aspects moving forward. The person appointed will therefore have strong experience in systems and procedures.
- With strong leadership skills, the new Aged Care Facility Manager will nurture and grow staff and ensure a strong culture is embedded so they have pride in and 'want' to come to work and are engaged. There is a local girl currently finishing her EN course this year – as an example by mentoring her to do medications etc you could easily build the capability in the team. There are several other staff who are willing to be further trained in other areas aligned to Aged Care.
- Someone with a high level of energy and enthusiasm to get things done and who is willing to prove themselves and help to build up the facility and make a difference to this small community will require taking the reigns from day one, understand what Social Services in community wants to achieve and 'get it done'. Renowned for your honesty and integrity you will enjoy the prospect of living and working in this small community and bring fresh eyes to ensure a difference can be made.
- Ensuring the 'flow stream' is met operationally with dignity and choice is another important focus. Palliative care is not happening currently however a room is being looked at to provide support in community in conjunction with QLD Health. It is hoped that a renal support program will be rolled out for people to come home and be treated in Hope Vale. One patient has already been transitioned back into community.
- Having a strong presence in the community, getting out and talking to the staff and ensuring communication is clear is vital. This will be underpinned by a level of empathy that staff recognize and understand and feel they are supported.



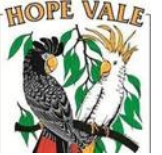
Why this role?



- If you are looking for a new pathway in your career and you have sound leadership and management experience/skills this could be the role you've been looking for. It is a unique opportunity for you as the leader of the team to improve and enhance the lives of the Elders in the community.
- Council are looking for someone who will not only manage the daily operations but who will embrace having the flexibility and autonomy to find innovative ways for them to improve the service offered.
- Given the fresh energy and motivation Council are looking to bring into the role, they are open to someone ready to 'step up' providing you are an RN and a strong background in Aged Care is evident together with experience working with or in Indigenous communities.
- There is an opportunity to 'give back' to the community and to provide the care level expected and to bring an empathic approach to the care provided to residential clients. Of the 20 beds, there are currently 4 residents as people with higher needs can't be addressed currently in Hope Vale. Getting people trained to provide a better service is critical. The community support program is separate and currently has 41 clients.
- You will enjoy living and working in a beautiful area of Australia yet have all the benefits of several regional centres close by including Cooktown, Cairns etc.



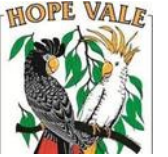
Council Benefits



- The cash component will be circa \$120K dependent upon skills and experience
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.
- Accommodation provided in Hope Vale. No rent or electricity is payable by the tenant however you will be required to maintain the yard.
- Ongoing training and support – Council believe continual development to improve everyone's skills and abilities
- Transport – Limited private use of a vehicle
- Provision of a laptop and mobile phone for work purposes.
- 5 weeks annual leave per annum + 17.5% leave loading of total salary.
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Relocation Allowance



Recruitment Process



Application Period:	Friday 22 nd July 2022 – Monday 15 th August 2022
Closing date for Applications:	10pm 15 th August 2022
Initial Assessment:	16-17 th August 2022
Council Interviews (first)	w/c 22 nd August 2022

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of candidates to Council.

In consultation with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as 'fit' for the organization. There will be a requirement to provide appropriate referees and to undergo a Criminal History Check.

Privacy Information:

Peak Services is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.





Principal Consultant Recruitment – Rona Horsfall

rhorsfall@wearepeak.com.au

0438 943 854

CAIRNS | BRISBANE

www.wearePeak.com.au