



## **POSITION DESCRIPTION**

### **PART-TIME WARRUMBUNGLE COMMUNITY CARE COORDINATOR (15 hours) (Job Share)**

<b>Department:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>Supervisor Warrumbungle Community Care</b>
<b>Location:</b>	<b>Coonabarabran</b>
<b>Grade:</b>	<b>7</b>

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#### **COUNCIL OVERVIEW**

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### **COUNCIL VALUES**

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### **PRIMARY PURPOSE OF THE POSITION**

The Coordinator Warrumbungle Community Care coordinates the provision of services provided by Warrumbungle Community Care for clients. Services provided by Warrumbungle Community Care include Community Transport, Meals on Wheels, Home Maintenance, Social Support and Respite Services across Warrumbungle Shire. Warrumbungle Community Care also provides support for clients with Home Care Packages and is an accredited provider of services for NDIS clients.

#### **KEY ACCOUNTABILITIES**

- Support the day-to-day running of the Warrumbungle Community Care offices.
- Facilitate the registration of clients with Warrumbungle Community Care.
- Coordinate the provision of services for clients of Warrumbungle Community Care.
- Complete administrative requirements associated with the provision of services.
- Participate in the planning and development of services and activities for relevant target groups.

- Participate in the development of relevant processes and procedures to facilitate and support the delivery of services.
- Support the recruitment and induction of volunteers.
- Support the provision of services and activities by staff and volunteers.
- Support the planning and delivery of programs and events.
- Participate in the development, review and implementation of policies for the service.
- Assist in the promotion of Warrumbungle Community Care.
- Assist with the collection of data required for reporting.
- Participate in the development and monitoring of continuous improvement plans related to audits and accreditations.
- Participate in audits and accreditation processes, as required.
- Maintain up to date knowledge of relevant laws and regulations, quality standards, industry trends, policies and research related to the provision of community services.
- Provide information, advice and support to the Supervisor Warrumbungle Community Care, as requested.
- Provide support for other projects and tasks as delegated by the Supervisor Warrumbungle Community Care.

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

### ESSENTIAL REQUIREMENTS

- Commitment to Council's Mission, Values and Code of Conduct.
- Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- Minimum Certificate III qualification in community services or related discipline.
- Experience providing services to older people and their families.
- Experience in a community services or related role.
- Demonstrated high level verbal and written communication skills.
- Demonstrated high level computer skills relevant to a community service environment.
- Demonstrated ability to work both independently and as part of a team.

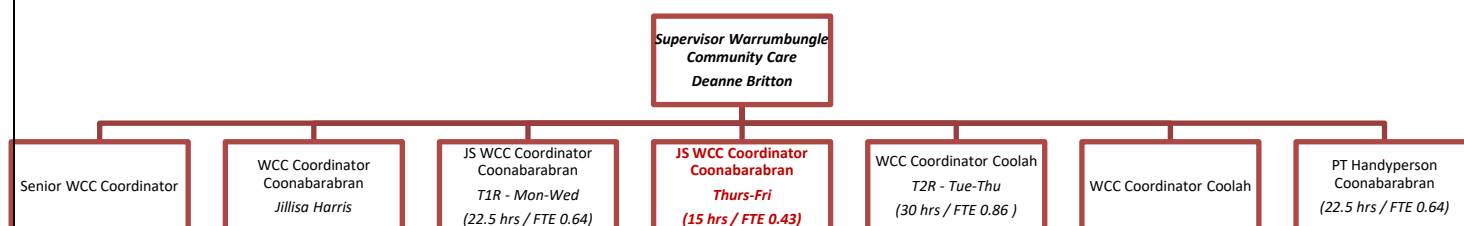
### DESIRABLE REQUIREMENTS

- Experience working with volunteers.
- Experience working in Local Government.

### REQUIRED CERTIFICATIONS

1. NSW Working with Children Check
2. Criminal History Check
3. Class C NSW Driver's Licence
4. Food Handler





### STRUCTURE



## CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability).

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	<b>Display Resilience and Adaptability</b>	<b>Intermediate</b>
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 Relationships	<b>Communicate and Engage</b>	<b>Intermediate</b>
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	<b>Plan and Prioritise</b>	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> <li>Adapts quickly to changed priorities and organisational settings</li> <li>Welcomes new ideas and ways of working</li> <li>Stays calm and focused in difficult situations</li> <li>Perseveres through challenges</li> <li>Offers own opinion and raises challenging issues</li> </ul>
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"> <li>Focuses on key points and communicates in 'Plain English'</li> <li>Clearly explains and presents ideas and technical information</li> <li>Monitors own and others' non-verbal cues and adapts where necessary</li> <li>Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>Shows sensitivity in adapting communication content and style for diverse audiences</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs</li> <li>Demonstrates a thorough knowledge of services provided</li> <li>Puts the customer and community at the heart of work activities</li> <li>Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>Understands team objectives and own contribution</li> <li>Plans and organises own work tasks</li> <li>Asks when unsure about the relative priority of allocated tasks</li> <li>Manages time appropriately and re-prioritises as required</li> <li>Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using core office software and other computer applications</li> <li>Makes effective use of records, information and knowledge management systems</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

### CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### Work Health and Safety

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.

- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

#### **Funded Position**

The tenure of this position is subject to continuation of Federal and State Government funding.

#### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

#### **Hours of Work**

This is a job share position, working from 8.15am – 4.30pm Thursday – Friday. A 10 minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Job sharers may be required to relieve in the absence of the second job-sharer, in which case the relieving job sharer shall be paid at their ordinary rate of pay for the relieving period. Additional hours of work may be offered from time to time at casual rates.

Council employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum, pro rata for part-time staff. Under the Paid Parental Leave Act 2010, employees who have 12 months continuous service with the employer will be eligible for paid parental leave.

#### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

#### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly as required by the Australian Taxation Office.

**Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

**Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

**Health Monitoring Requirements**

This position currently has no health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements, however you are eligible for the following under Council's Health Monitoring Procedure:

- Flu vaccinations – Council runs an annual vaccination program, usually during May
- COVID vaccinations (subject to public health orders)
- Bi-annual skin cancer checks as part of Council's program.

Some vaccinations may be offered only as part of an annual program and you are encouraged to ask a member of Human Resources if you have any questions.

**Council Induction**

Before commencing duties all workers must complete a Council induction.

**Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.

## **LOCAL GOVERNMENT (STATE) AWARD 2023**

### **29. Job Share Employment**

- (i) Job sharing is a form of part-time employment where more than one employee shares all the duties and responsibilities of one position.
- (ii)
  - (a) Job sharing shall be entered into by agreement between the employer and the employees concerned.
  - (b) Such agreement shall be referred to the consultative committee for information.
- (iii) The employer and the job sharers shall agree on the allocation of work between job sharers.
- (iv)
  - (a) The ordinary hours of work of the position shall be fixed in accordance with clause 20, Hours of Work of this Award.
  - (b) The job sharers in conjunction with the employer shall agree on the hours to be worked. Such agreement shall specify the regular number of ordinary hours to be worked by each job sharer.
- (v)
  - (a) In the absence of a job sharer the remaining job sharer(s) may be required by the employer to relieve the absent job sharer provided the remaining job sharer(s) are reasonably available.
  - (b) In such cases the relieving job sharer(s) shall be paid their ordinary pay for the time relieving.
- (vi) A job sharer may work more than their regular number of hours at ordinary pay by agreement. Where an employee works hours outside the spread of hours in clause 20, Hours of Work of this Award the provisions of clause 21, Overtime, shall apply.
- (vii) The employer must establish appropriate communication mechanisms between the job sharers to facilitate the handing over of tasks from one job sharer to another.
- (viii)
  - (a) Job sharers shall have access to all provisions of this Award including training and development.
  - (b) Job sharers shall receive pro-rata pay and conditions in proportion to the ordinary hours worked by each job sharer.
  - (c) An adjustment to accrued leave entitlements may be required at the conclusion of each service year based on the proportion of actual hours worked.
  - (d) A change to job sharing from full-time or part-time employment or from job sharing to full-time or part-time employment shall not constitute a break in the continuity of service. All accrued entitlements shall be calculated in proportion to the hours worked in each employment arrangement.
- (ix) In the event of a job sharer vacating the position the employer shall review the position and shall consider filling the vacancy or offering the remaining job sharer(s) increased hours.
- (x) The terms of a job share arrangement or any variation to it must be in writing. A copy of the arrangement and any variation to it must be provided to the job sharer(s) by the employer.