

POSITION DESCRIPTION

ANIMPARRINPI YUTUTJU WOMENS ABORIGINAL CORPORATION

POSITION TITLE	ON-SITE COORDINATOR ANIMPARRINPI YUTUTJU WOMENS ABORIGINAL CORPORATION
REPORTS TO	BOARD OF DIRECTORS, ANIMPARRINPI YUTUTJU WOMENS ABORIGINAL CORPORATION
RESPONSIBLE FOR	COORDINATION OF AGED CARE SERVICES, COORDINATION OF INDIGENOUS EMPLOYEES AND OTHER CORPORATION BUSINESS AS DIRECTED
SALARY & CONDITIONS	FULL TIME POSITION (37.5 HOURS/WEEK) SALARY RANGE: \$70,000 - \$75,000 PER ANNUM PLUS SUPER REMOTE ACCOMMODATION FOR NOMINAL RENT VEHICLE FOR WORK PURPOSES
DATE	FEBRUARY 2017

Role Summary:

- The role of the On-Site Coordinator is to provide the day to day management of the Community Aged Care service, Indigenous employees and other services that the Corporation may wish to deliver in the future.
- The On-Site Coordinator will oversee the daily operation of funded programs and ensure services are consistent with the program requirements. The position is **accountable** to the Board of Directors of Animparrinpi Yututju Womens Aboriginal Corporation.
- The On-Site Coordinator will assist the organisation in continually improving the community care services.
- The On-Site Coordinator is to assist Animparrinpi Yututju Womens Aboriginal Corp:
 - To improve the health of identified community members by providing case management and services to allocated packaged aged care (CACP) and home and community care (HACC) clients in Mt Liebig in a manner that enhances client rights, dignity and independence;
 - Drive the transition of Aged Care services to the new model of Home Care and Home Support programs, including navigating the new MyCare website and complying with new consumer-directed care;
 - Coordinate activities to improve community involvement.
- Although the position has a focus on maintaining quality systems, there is also an understanding within the community that the On-Site Coordinator will stand in for any staff member unable to attend work that day and will ensure that essential services are maintained.

• **NOTE:** This is a hands on position where issues can arise at short notice that require the On-Site Coordinator to be flexible, adaptable and resourceful in meeting the care needs of clients.

Key Objectives:

- To deliver community care services to Mt. Liebig community that are culturally appropriate and compliant with national **Community Care National Standards**.
- To **support the** Animparrinpi Yututju Women's Aboriginal Corporation Service plan for Aged Care services in a way **that encourages best practice, community control and sustainability**.
- To **work collaboratively** with all members of Animparrinpi Yututju Women's Aboriginal Corporation Service and Aged Care program.
- To provide **person centred care** that supports client's rights, dignity and independence.
- To develop and maintain **effective relationships** that positively promotes Animparrinpi Yututju Womens Aboriginal Corporation.
- To work with the local CDP to support and develop local Indigenous employees.

Key Relationships:

- Animparrinpi Yututju Women's Aboriginal Corporation – Directors and members
- Animparrinpi Yututju Women's Aboriginal Corporation – Aged Care Staff
- Mt Liebig Health Clinic
- Community and external service providers, e.g. other key community services and external services involved in the support and provision of care and respite for clients and carers.

Key Responsibilities:

- Manage client assessments and care plans and ensure services are provided according to assessed need in the context of the packaged care and funding agreements.
- Provide operational support and direction to the Aged Care staff (workers) including oversight of the laundry and kitchen facilities and security of the Aged Care centre.
- Ensure ongoing training and professional development for aged care staff, including self.
- Support the involvement of staff and clients in cultural activities.
- Control and maintain the use of organisational vehicles and assets.
- Maintain accurate records of service delivery and adhere to reporting requirements, applying due care with financial management of the service budget.

The Role:

The On-Site Coordinator will be responsible for the following services and functions:

- Supervise aged care staff to ensure clients are assisted as identified in their care plan in carrying out self-care tasks including-showering, dressing, toileting, feeding, grooming and getting into and out of bed;
- Supervise staff in transporting and escorting clients as necessary;
- Order identified materials and consumables for the funded programs;
- Collect transport orders, checking items against invoices/orders and unloading and storing perishable goods where necessary;
- Supervise the correct storage of materials and goods for the funded programs;
- Supervise the preparation, cooking & delivery of meals to clients as necessary;
- Plan, in conjunction with the kitchen staff, menus for meals that meet the nutritional requirements and cultural preferences of school aged and aged people;
- Liaise with staff from other organisations including the local clinic to facilitate effective client services;
- Keep daily records of service delivery and activities, maintain and submit data collection reports and performance reports and in partnership with the accountant submit financial statements to allow the organisation to maintain funding levels;

- Assist in identifying staff training needs, the organisation of training and promote organised training to staff involved in the identified programs;
- Ensure all assets of the identified programs are secured appropriately, identified, maintained and used for their express purpose as outlined in funding agreements;
- Ensure maintenance of a safe and hygienic environment at the Aged Care centre; and
- Maintain contingency plans to cover issues that arise from staff shortages, holidays, cultural events and other events that impact on ongoing care of clients.

Key Challenges:

The On-Site Coordinator role addresses a number of key challenges, including:

- Contribute to and support the overall planning, development and delivery of high quality community care services for the Mt Liebig community;
- Identify the needs of frail older people and people with disabilities, investigate service options and utilise service brokerage strategies to ensure maximum choice and access to services;
- Provide an effective assessment and case management service to allocated clients with an individual client focused approach;
- Provide support to staff, service providers, relevant professionals and organisations;
- Establish and manage systems for the delivery of case management services that meet the needs of clients and their carers;
- Participate in key community service development and planning which has relevance to the Corporation and its programs as a major community service provider; and
- Develop and maintain effective relationships with other service providers and the wider community of Mt. Liebig.

Strategy and Key Result Areas:

The On-Site Coordinator will contribute to achievement of the Animparrinpi Yututju Aged Care Service Plan by:

- Ensuring the provision and maintenance of a high standard of care, using information, care plans, and the accurate recording of information.
- Developing effective reporting practices between health care practitioners, clients and Animparrinpi Yututju Aged Care.
- Establishing and implementing policies and procedures that are necessary to meet the needs of both the community and Aged Care standards.
- Establishing and implementing up to date practices necessary for providing quality aged care.
- Establishing safe and effective working environments for all clients and staff.
- Initiating and coordinating strategies for providing holistic care and preventing illness and injury.
- Developing and maintaining positive stakeholder relationships
- Identifying and implementing opportunities for improvement and development of funded programs

EXPECTED TIME ALLOCATION OF DUTIES & ACCOUNTABILITIES

FUNCTION	OUTPUTS	%
Stakeholder liaison	<ul style="list-style-type: none"> • Responsible for point of contact provision for Aged Care services to clients & other agencies • Responsible for liaison with funding bodies and other agencies for all funded programs 	10%
Day to day management & client care	<ul style="list-style-type: none"> • Responsible for day to day management of funded programs and the provision of culturally appropriate, quality services to the clients of the programs. • Supervision of staff employed in the aged care program/hands on care provision 	60%
Administrative Duties	<ul style="list-style-type: none"> • Responsible for data collection and submission Ordering of consumables • Processing of invoices and forwarding to accountants • Maintenance of documentation and filing systems • Responding to correspondence (electronic and hard copy) relating to funded programs in a timely manner 	20%
Staff development & training coordination	<ul style="list-style-type: none"> • Coordination of staff – including, employment, professional development and training 	10%

ATTACHMENT A: Position Requirements

The following relates specifically to the Position Description and requirements for the Animparrinpi Yututju Womens Aboriginal Corporation On-Site Coordinator.

Education, Experience and Skills:

The applicant will be required to possess the following levels of education, experience and skills.

Education

Formal education/ qualifications/ Licences	Essential or desirable?	Why is it necessary?
Certificate III in Home and Community Care or Certificate III in Aged Care and commensurate experience in the field of community based aged care.	Essential	Knowledge of community aged care and key standards for service delivery and understanding of best practice techniques relating to community based aged care
Australian driver's license	Essential	Travel within and around community and surrounding area.
Qualification in Case Management and/or significant experience in a similar role	Desirable	To ensure proficient client case management and care coordination
Certificate IV Aged Care or Front Line Management or commensurate experience.	Desirable	Capacity to undertake the roles and responsibilities of the position and apply best practice risk management and quality improvement principles.

Experience

Experience	Where gained?	Essential or desirable?	Why is it necessary?
Community based program Coordinator or Manager	Industry	Highly Desirable	To ensure necessary skill & experience to be effective in managing the demands and nature of the position.
Program administration including report writing	Industry	Essential	To enable smooth operation of day to day administrative requirements.
Demonstrated computer literacy	Industry/RTO	Essential	Core skill required for reporting and recording purposes.

Personal Qualities, Cross Cultural and Interpersonal Skills:

- High levels of honesty and integrity
- A commitment to ethical work practices including work attendance, punctuality, control over personal visitors & phone calls whilst at work.
- Ability to work in a changing and dynamic operational environment
- Flexibility and willingness to take on additional tasks outside of identified role on a short-term basis where required.
- Desire and ability to mentor and train other employees
- Demonstrated understanding of and sensitivity towards Aboriginal Culture, including an awareness of the contemporary and local issues impacting Aboriginal people.
- An ability to work in and support a team with highly differing levels of skills and abilities
- A demonstrated ability to work under limited supervision including the ability to plan workload to achieve program objectives.
- Willingness to undergo an Australian Federal Police check

Skills:

- Ability to develop and pursue goals in keeping with overall organisational objectives;
- Well developed interpersonal skills, including communication, negotiation and conflict resolution, delegation and time management;
- Ability to work co-operatively with other service providers and agencies within the Community;
- Work effectively in a remote indigenous environment within a community development model
- Ability to work as part of a team and to foster the exchange of ideas and the participation of others in the achievement of service objectives;
- Ability to translate standards and improvement opportunities into best practice;
- Ability to assess, plan, implement and evaluate care to clients of the Aged care service; and
- Current Driver's Licence.

ATTACHMENT B: KEY SELECTION CRITERIA

Candidates must demonstrate competency in the following areas taking into account information in the position description.

Key Requirements:

- Well developed program management skills including proven problem solving skills with the ability to develop innovative solutions.
- Knowledge of contemporary human resource management issues including OH&S, quality assurance, EEO and anti-discrimination as applied to the working environment.
- Evidence of highly developed communication, negotiation, consultation and interpersonal skills with the across the different stakeholder groups.
- Applied knowledge of client management including assessment requirements.
- Knowledge of industry issues relevant to the delivery of community aged care services.

Essential:

1. Demonstrated knowledge and experience of the aged care or disability care industry.
2. Demonstrated ability to cook in a commercial, Aged Care or similar environment and to supervise other staff in safe food handling.
3. Demonstrated experience in financial management, with the ability to liaise with internal and external stakeholders and others.
4. Proven high level of organisational skill, with the ability to multitask.
5. Demonstrated ability to develop staff and implement internal and external training opportunities.
6. Demonstrated ability to maintain confidentiality.
7. Sound administrative skills including computer literacy in Microsoft based programs such as Outlook, Word and Excel.
8. Experience in report writing and the ability to assess client needs.
9. Manual driving licence.

Desirable:

- Previous experience in working with Indigenous people and organisations.
- Proven experience working with Indigenous Australians in a remote setting with an emphasis on working in aged and community care.

Further information

The preferred or recommended applicant will be required to hold a current working with children clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is relevant to the position.

Document Authorisation

Director: _____

Signature: _____ Date: _____