***Biripi Aboriginal Corporation*** *Medical Centre*

 *Position Description*

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| Manager Aged and Community Care |
| **Position Function** | Manage teams under this position as per the Biripi Organisational Chart. Undertake and ensure all aspects of administration program management and information systems management. Aide the facilitation of Biripi’ Strategic Plan through the effective and efficient delivery of services to the community. |
| **Reports to** | Chief Executive Officer |
| **Supervises** | Aged and Community Care |
| **Location** | TAREE |
| **Department** | Aged Care |
| **Hours of Work** | Fulltime Time  |
| **Award** | ACCHS (Aboriginal Award 2010) Level 7 |
| Strategic Direction and Vision |
| * Assist the Biripi Management Team with input into the development, implementation and review of policies and procedures for the programs and organisation.
* Participate via the Biripi ACMC Management Team into the development and review of the organisations Strategic and Business Plans.
* Provide overall direction and leadership to the aged services team ensuring they understand strategic and operational objectives and how they translate into service delivery plans
* Develop and Promote Biripi ACMC to increase client access and improve client health and well-being.
* Explore and locate opportunities to grow the service in relevant areas.
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| **Financial Management** |
| * To provide services within the allocated budgets for each program.
* Assist the CEO and CFO with the development of annual budgets for allocated programs annually, ensuring any budget items that need to be catered for.
* Review and monitor regularly the budget expenditure with the CFO, discuss and identify strategies to manage any concerns.
* Approve financial purchases for Biripi Programs in accordance with delegations and relevant policies/procedures.
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| **Community Relations** |
| * Promotion of Biripi ACMC, individual services, programs and events.
* Build and maintain strong partnerships with key agencies to improve and expand CALD responsive services within the sector
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| **Program Management** |
| * Ensure all relevant programs are run in accordance with legislative, funding and accreditation requirements and staff members have the appropriate skills and opportunities to fulfil their responsibilities in accordance with requirements.
* Develop work plans for all staff and produce reports when required.
* Develop and promote cross cultural awareness with the assistance of the Coordinator Culture Security and Safety.
* Manage promotional activities for program areas in conjunction with staff.
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| **Program Evaluation and Quality Assurance** |
| * Ongoing compliance with Aged Care Standards and a commitment to continuous improvement.
* Champion accreditation process.
* Manage quality assurance activities.
* Produce monthly dashboards and reports for presentation to the CEO and Board of Management.
* Manage staff performance reporting methods.
* Develop service delivery strategies to achieve best practice.
* Monitor reporting within the programs to ensure that contractual requirements are being met within defined timelines.
* Manage community needs assessments and other relevant research activities.
* Ensure feedback on service delivery is obtained and acted upon.
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| **Information Systems** |
| * Maintain and encourage further use of computerised systems and relevant programs.
* Assist staff in producing statistics.
* Ensure teams have uniform information systems.
* Research to ensure best possible computer software is being utilised.
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| **Personnel Management** |
| * Provide leadership to all staff and enable them to perform their roles to the best of their ability within legislative requirements and a positive staff culture achieving and upholding Biripi ACMC Mission, Vision and Values
* Implement the Annual Employees Development and Performance System to ensure optimal performance by all relevant team members.
* Manage the relevant teams and staff rosters to ensure appropriate staff skill-mix and resources are maintained.
* Provide regular briefings for staff through a program of monthly team meetings, encourage feedback and ensure that this is dealt with in an appropriate manner.
* Acknowledge staff achievements within relevant teams.
* Timely management of conflict/staff grievance issues and inform allocated Biripi staff member to register the start and completion of grievance.
* Participate in the orientation and training of staff.
* Foster team approaches to ensure optimal care outcomes for the clients.
* Approval of timesheets & accrued TIL.
* Assist with recruitment of staff to relevant teams in line with the budget constraints, policies/ procedures and HR advice/support.
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| **Liaison and Administration** |
| * Develop appropriate rapport with clients, family, staff and others demonstrating empathy and effective listening skills.
* Management of complaints and registering start and completion of complaints with the relevant Biripi staff member.
* Be accountable to ensure efficient use of relevant program resources.
* Be involved in on-going accreditation and quality improvement processes.
* Ensure clients records and data is maintained in accordance with all legislative requirements.
* Represent Biripi ACMC at all times in a positive manner to clients, community members, both local and elsewhere.
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| **Meetings** |
| * Attend meetings as and when required including all staff and team meetings.
* Facilitate team, funding and accreditation meetings
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| **Training and Education** |
| * Attend relevant orientation workshops, etc. as required.
* Participate in appropriate education to maintain and develop professional expertise, skill and knowledge.
* Attend ongoing training as required.
* Ensure all staff have required training as identified in the work planning process
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| **Mandatory Requirements** |
| * Be aware of Biripi complaints mechanism and administration procedures to undertake investigations as and when required.
* Work as a member of a team in order to achieve the objectives of Biripi ACMC.
* Confidentiality is a mandatory requirement. Any breach of this requirement may result in instant dismissal.
* Compliance with all policies and procedures of Biripi ACMC.
* Perform other duties as requested by your supervisor.
* Attend Fire drill annually.
* Participate in monthly supervision/mentoring sessions with manager.
* Participate in annual performance appraisal with Manager.
* Undergo criminal and working with children checks in accordance with legal requirements.
* All other duties as requested by your Manager
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|  **Workplace Health and Safety** |
| * Be familiar with the WH&S policies and procedures and be responsible for own safety and that of fellow employees, clients and visitors.
* Apply WH&S guidelines and procedures
* Ensure that WH&S is discussed at each team meeting.
* Identify and rectify safety hazards if within ability or authority. Alternatively report safety hazards in the workplace.
* Maintain a harassment, discrimination, violence and bullying free workplace.
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| Essential |
| * Aboriginality
* Tertiary Qualifications in Management, Aged Care, Health or related field
* Demonstrated ability to engage & work effectively with Aboriginal people and communities.
* Minimum 5 years’ experience in a senior management position
* Demonstrated knowledge of relevant legislation including the Aged Care Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , WH&S Act
* Current NSW drivers license
* Strong interpersonal and communication skills
* Effective time management and personal organisational skills
* Ability to work independently and as a team member
* Self-motivated
* Strong computer skills
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| Desirable |
| * Experience working in an Aboriginal organisation.
* Demonstrated understanding of Aged Care Accreditation, continuous quality improvement and risk management
* Aged Care senior management or nursing experience
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I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the job description and agree to comply with same. Should I not fully understand any aspect of this Position Description I am aware of whom to approach.

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Employee Signature

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Print Name

I agree to abide by Biripi ACMC standards and policies and confirm that I have read and understood the position description and agree to comply with the same. Furthermore, I am aware that a condition of my employment is that I am subjected to criminal record history checks tri-annually. Likewise, I am aware that I must maintain a clear record to remain employed by Biripi ACMC and I am required to inform the CEO of any possibility of my related record being tainted.

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Employee Signature Date

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CEO Date