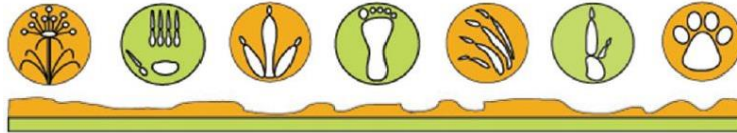


BARKLY REGIONAL COUNCIL



Ali Curung Team Leader – Community Care (10047)

1. Position Objectives

The position of Ali Curung Team Leader – Community Care is responsible for the provision of community-based Aged Care and Disability Support Services in remote settings under the Australian Government's National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIACP), the Commonwealth Home Support Program (CHSP) and the National Disability Scheme (NDIS) in accordance with the Aged Care Quality and Safety Commission Aged Care Standards and NDIS Practice Standards.

2. Key Responsibilities

Effective Leadership

- Train, mentor, and supervise Community Care Officers – Ali Curung
- Establishes and monitors systems to ensure optimal functioning of the team.
- Advise the Regional Manager Community Care, Community Care Zone Managers, and NDIS Coordinator (as relevant) of changes to client circumstances that may impact the client or delivery of services as soon as possible.
- Ensure that the recipients of aged care and disability support programs are having their daily needs met. (Services provided include laundry services, home care, shopping, transport, wood collection, personal care, family support, financial management, meals on wheels, and daily respite).
- Liaise with other operational elements of the Barkly Regional Council (BRC) to ensure the delivery of services in the most cost-effective and culturally sensitive manner.
- Adhere to the Charter of Aged Care Rights and promote the charter to all Community Care Officers – Ali Curung and Clients.
- Develop and implement safe and culturally appropriate social activities for program recipients when they are at the centre for respite or when taken on outings.
- Ensure that the program complies with all safety standards including food safety standards.
- Assist with cooking for NATSIACP, CHSP, and NDIS programs as required.

Administration

- Ensure that all admission documents, personal plans, assessments, reassessments, medical summaries, and discharge documents are attended to promptly and stored securely.
- Ensure weekly serviced summaries (tick sheets) are forwarded to the Community Care Zone Managers by close of business each Friday.
- Ensure client files and case notes are kept up to date on a weekly basis.

Other

- Be aware of the principles of Diversity, Equity, Inclusion, and Belonging (DEIB).
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- Any other duties as requested by your Manager.

3. Key Accountabilities

- Ensure that all services provided are in accordance with Aged Care Quality and Safety Commission Aged Care Quality Standards and NDIS Practice Standards and that all continuous improvement initiatives are incorporated into service delivery functions.
- Provide guidance and support to the team to ensure the delivery of high-quality and effective care.
- Facilitating communication and collaboration between the team and other professionals and agencies involved in the delivery of care.
- Ensuring that the team maintains the confidentiality of client information and complies with privacy regulations.
- Supporting the development and professional development of team members to ensure they have the skills and knowledge to provide high-quality care.

4. Organisational Relationship

Position Title:	Ali Curung Team Leader – Community Care (10047)
Reports to:	Regional Manager Community Care (10283)
Department:	Community Development
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Regional Manager Community Care Community Care Zone Managers Administration Officer – Community Care Area Manager – Ali Curung Other Council Staff
External Liaison:	Aged Care Recipients, NDIS participants, their Careers, and Family Government and Non-Government Representatives Rate Payers, Residents, and Visitors

5. Wages and Allowances

Classification:	Level 7 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full Time – Permanent (38 hours per week)
Annual Salary:	\$80,057.24 (\$1,539.56 gross per week)
Zone Allowance:	Remote Community Zone Allowance \$2.5100 per ordinary hour

6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.

- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment
- Exemplary ethical standards and personal integrity.
- Strong interpersonal skills and the ability to build and maintain positive workplace relations.
- A strong commitment to teamwork and collaboration.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.

7. Essential Criteria – Qualifications, Skills, and Experience

1. Territory qualifications or equivalent experience in aged or disability programs.
2. Proven leadership and motivation skills with the ability to work with aged, disability, and community groups.
3. Hold a current driver's licence.
4. Have completed 4WD training or have a willingness to undertake training.
5. A current Working with Children Card (OCHRE Card).
6. A National Police Criminal History

8. Desirable Criteria

1. Solid skills in Microsoft Office Suite including Word, Excel, and Outlook.
2. Prior experience living and working in remote communities.
3. Prior experience working with Indigenous Aboriginal people.

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

Ian Bodill

Ian Bodill
Chief Executive Officer

26 / 02 / 2024

Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date