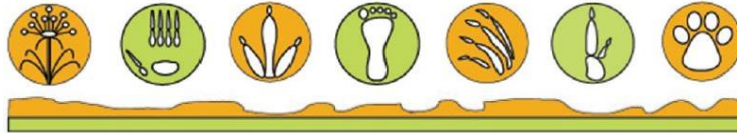


# BARKLY REGIONAL COUNCIL



## Community Care Team Leader – Ampilatwatja (1311200)

### 1. Position Objectives

The position of Community Care Team Leader – Ampilatwatja 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

#### Ensuring Quality Care for Clients

- Ensure that recipients of Aged Care and Disability Support Programs have their daily needs met. Services provided include laundry, home care, shopping, transport, wood collection, personal care, family support, financial management, meals on wheels, and daily respite.
- Adhere to the Charter of Aged Care Rights, promoting this charter to all Support Workers and clients to ensure their rights are upheld.
- Ensure all assessments and reassessments are completed promptly, with any changes to care plans addressed as soon as practicable.

#### Effective Service Delivery and Support

- Liaise with other operational elements of the Barkly Regional Council (BRC) to deliver services in the most cost-effective and culturally sensitive manner.
- Supervise, support, review, evaluate, and manage the performance of Community Care Officers - Ampilatwatja to maintain high service standards.
- Advise the Regional Manager Community Care, Community Care Coordinator and NDIS Coordinator of any changes to client circumstances that may impact service delivery as soon as possible.
- Ensure client files and case notes are updated weekly to maintain accurate records.
- Assist with cooking for NATSIFACP, CHSP, and NDIS programs as required.
- Develop and implement safe and culturally appropriate social activities for program recipients during respite at the center or on outings.
- Ensure that all programs comply with safety standards, including food safety regulations.

#### Other

- You will be required to perform your duties in Ampilatwatja or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.

- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

### Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

### 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.
- 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 Coordinator by close of business each Friday.

### 4. Organisational Relationship

<b>Position Title:</b>	Community Care Team Leader – Ampilatwatja (1311200)
<b>Reports to:</b>	Regional Manager Community Care (1310000)
<b>Department:</b>	Community Services
<b>Supervises:</b>	Community Care Officers - Ampilatwatja
<b>Internal Liaison:</b>	Chief Executive Officer Director of Community Services Regional Manager Community Care Community Care Coordinator Community Care Officers - Ampilatwatja Other Council Staff
<b>External Liaison:</b>	Aged Care Recipients, NDIS participants, their Careers, and Family Government and Non-Government Representatives Rate Payers, Residents, and Visitors

## 5. 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.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

## 6. 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 National Criminal History Check (within the last 3 months).
6. A current Northern Territory Working with Children Clearance (Ochre Card).

## 7. 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.

## 8. Wages and Allowances

**Classification:** Level 7 Pay Point 1  
*Barkly Regional Council Enterprise Agreement 2023*

**Status:** Full-Time – Temporary (38 hours per week)  
(End date: 30 June 2026)

**Annual Salary:** \$80,014.91 per annum (\$3,079.12 per fortnight)

**Zone Allowance:** Remote Community Zone Allowance \$2.5100 per ordinary hour

**SCG:** 11.5%

## 9. Certification

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



Chris Kelly

**Chief Executive Officer**

4 / 11 / 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