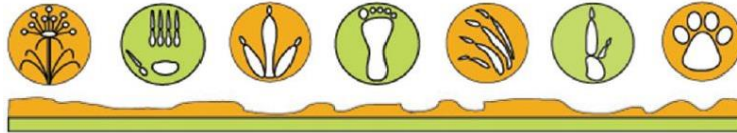


# BARKLY REGIONAL COUNCIL



## Zone Coordinator Community Care (South) (10372)

Arparra and Ampilatwatja

### 1. Position Objectives

This position is responsible for overseeing the operational and strategic support to the Regional Manager Community Care as well as providing support to the local Aged Care and Disability Programs, National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFACP), Commonwealth Home Support Program (CHSP) and National Disability Insurance Scheme (NDIS) programs in accordance with the Aged Care Quality Standards and NDIS Practice Standards.

The position will support the Regional Manager Community Care and the Community Care Team Leaders in all aspects of the funded Aged Care and NDIS programs to ensure that Council meets all funding and reporting requirements.

*It is a requirement of this position that the position holder is willing and able to travel and work in remote communities located within the Barkly Regional Council area, and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Key Responsibilities

#### **Management**

- Oversee the delivery of Community Care Programs ensuring that aged and disabled clients are serviced within the funding guidelines.
- Communicate with the Regional Manager Community Care and Community Care Team Leaders to ensure all Aged Care and NDIS funding reports are completed and submitted in a timely manner.
- Mentor, train, and develop Aged Care Staff, identifying the training requirements to ensure that Community Care Staff can deliver programs to their best ability.
- Conduct Staff appraisals and new staff inductions, when required.
- Relieve Community Care Team Leader positions when they are on leave.
- Management of staff weekly timesheets and work rosters.
- Liaise with the Community Care Team Leaders to ensure that the Client Personal Care Plans, Client Assessments, Case Notes, and daily reporting are completed by the required timeframes.
- Recruitment of Community Care Staff, to ensure that all vacant positions are filled in a timely manner.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.

#### **Community Engagement**

- Liaise with government and non-government organisations, and local community organisations for the successful delivery of Community Care programs.
- Lead, develop, and influence the implementation of the Council's strategic approach to community engagement.

#### **Administration and Compliance**

- Travel to various communities to perform random program audits.

- Create Purchase Orders and organise the delivery of goods that are required for the Aged Care and the NDIS programs.
- Maintain records and documents, such as Client information, Community Tick Sheets and submit them in a timely manner.
- Ensure that Regional Community Services programs are compliant with the Local Government Act, Regulations, standards, and policies adopted by the Council.

#### **Other**

- 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.

### **3. Key Accountabilities**

- Coordinating and overseeing the delivery of community care services to meet the needs of clients and their families.
- Developing and implementing operational plans to ensure the provision of high-quality care services.
- Ensuring compliance with regulations and standards governing community care services.
- Monitoring the performance of service providers and identifying areas for improvement.
- Providing support to service providers to enable them to deliver effective and efficient services.
- Liaising with stakeholders including clients, families, service providers, and other organisations to ensure effective communication and collaboration.
- Developing and maintaining positive relationships with stakeholders to ensure the ongoing provision and development of community care services.
- Ensuring the safe and secure delivery of community care services, including managing risks to clients, service providers, and the wider community.
- Providing support and guidance to staff, including monitoring performance, providing feedback and development opportunities, and ensuring compliance with policies and procedures.

### **4. Organisational Relationship**

<b>Position Title:</b>	Zone Coordinator Community Care (South) (10372)
<b>Reports to:</b>	Regional Manager Community Care (10283)
<b>Department:</b>	Community Services
<b>Supervises:</b>	Community Care Team Leaders (South)
<b>Internal Liaison:</b>	Chief Executive Officer Director of Community Services Regional Manager Community Care Zone Coordinator Community Care (North) Community Care Administrator

Community Care Team Leaders  
Community Care Officers  
Service Delivery Coordinators  
NDIS Coordinator  
Other Council Staff

**External Liaison:** Aged and NDIS Participants and/or other Careers  
External Stakeholders and Organisations  
Governments and Non-Government Departments  
Rate Payers, Residents, and Visitors

## 5. Wages and Allowances

**Classification:** Level 9 Pay Point 1  
*Barkly Regional Council Enterprise Agreement 2023*

**Status:** Full Time (38 hours per week)

**Annual Salary:** \$91,220.34 per annum (\$1,754.24 gross per week)

**Allowance:** Tennant Creek Zone Allowance \$1.8900 per hour

**SCG:** 11.5%

## 6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Demonstrated relevant experience working with Aboriginal people.
- Demonstrated ability to work in a small team environment.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing working environment.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A willingness to adapt to work in a challenging environment.
- A genuine appreciation of Indigenous people and their Culture.

Change Management:

- Ability to recognize 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.
- Always ensure compliance with and adherence to all legislative requirements and best practices.

Commitment, Attitude, and Application to Duties:

- Demonstration of a positive and proactive attitude with strong initiative.
- Always promote Barkly Regional Council in a positive manner.
- Commitment to improving Community Safety and Well-being outcomes for their community.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

## 7. Essential Criteria – Qualifications, Skills, and Experience

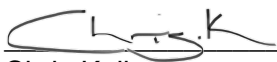
1. Tertiary qualifications or equivalent experience in Management, Aged Care or NDIS Programs.
2. Demonstrated experience using online programs such as E-Tools, DEX, Medicare, My Aged Care, PRODA, and Centrelink
3. People management experience and demonstrated competence in mentoring, capacity building, and training of staff.
4. Understanding of relevant legislation, policies, and procedures of Aged Care and the NDIS Programs.
5. A current NT driver's license.
6. A current Working with Children Clearance (OCHRE Card).
7. A current National Police Clearance.

## 8. Desirable Criteria

1. Experience in Local, State/Territory Government processes.
2. Experience working with Aboriginal people and culturally diverse environments.

## 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

16 / 7 / 24  
Date

## 10. Acceptance

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

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date