



**Malabam Health Board Aboriginal Corporation**  
**Position Description**

<b>Position Title</b>	<b>Manager, Mala'la Flexible Aged Care and Community Services</b>
<b>Position Function</b>	<ul style="list-style-type: none"> <li>• Manage the operations of Mala'la Flexible Aged Care and Community Services, including Commonwealth Home Care Packages and Home Support Program</li> </ul>
<b>Reporting / Supervision</b>	Chief Executive Officer
<b>Award</b>	Employment conditions as per the Aboriginal Community Controlled Health Services Award, 2010; Administrative Worker Grade 8
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage the operations of the service including the physical, financial and human resources</li> <li>• Manage the CHSP and the Home Support program to ensure optimal service delivery to clients</li> <li>• Provide leadership and work in consultation with the team leaders to ensure optimal service delivery to clients</li> <li>• Comply with all Government requirements including regulatory reporting;</li> <li>• Coordinate the assessment of individual clients personal and social needs</li> <li>• Ensure client and / or carer involvement in all aspects of care plan development</li> <li>• Encourage and support involvement of the family / carers in the care and support of clients</li> <li>• Advocate for clients of Mala'la Flexible Aged Care and Community Services to ensure their needs are met</li> <li>• Ensure the provision of culturally appropriate program</li> </ul>

and service delivery including bush tucker trips and family visits

- Access information on best practice in Aged Care service delivery
- Assist in providing options and advice to clients and carers in relation to provision of services
- Develop and coordinate a range of services to support clients end of life journey and return to country if desired
- Monitor program budgets in consultation with Chief Finance Officer on a monthly basis
- Ensure accurate recording of data associated with services provided across all programs; work with the Chief Finance Officer to ensure accurate recording of client hours provided and funds expended against these hours
- Provide monthly progress reports to the Board of Directors
- Develop and review policy and procedures as necessary
- Develop and sustain professional working relationships with clients, family members / carers, community members and stakeholders
- Ensure staff are performing duties linked to their position descriptions
- Support staff in professional development opportunities
- Promote and be involved in Continuous Quality Improvement;
- Ensure the requirements WH&S legislation are met and regularly reviewed and risks managed and rectified.

**Reporting**

- Provide monthly reports to the CEO outlining activities undertaken including client numbers, results of service delivery and any issues that have arisen
- Ensure that key performance indicators linked to the annual operational plan organizational strategic plan are being met

**Information Systems**

- Adhere to the Information technology policies of Malabam Health Board

	<p><b>Meetings</b></p> <ul style="list-style-type: none"><li>• Attend staff meetings and relevant community and service provider meetings as appropriate</li></ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"><li>• Attend relevant workshops / conferences as required</li><li>• Participate in appropriate professional development to maintain and develop professional expertise, skill and knowledge</li></ul> <p><b>Mandatory Requirements</b></p> <ul style="list-style-type: none"><li>• Satisfy criminal history check</li><li>• Have clearance as required by section 187 of the Care and Protection Act to be engaged in child-related employment; possess NT Ochre Card</li><li>• Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment</li><li>• Compliance with all policies and procedures of Malabam Health Board and Mala’la Flexible Aged Care and Community Services</li><li>• Report to the Chief Executive Officer immediately any personal criminal charges or convictions that arise</li><li>• Participate in annual fire drill</li><li>• Participate in annual performance review with Chief Executive Officer</li><li>• Perform other duties as directed by the Chief Executive Officer</li></ul> <p><b>Work, Health and Safety</b></p> <ul style="list-style-type: none"><li>• Be familiar with WH&amp;S policies and procedures; apply guidelines and procedures</li><li>• Report safety hazards within the workplace</li><li>• Identify and assist in rectifying safety hazards within the workplace environment</li></ul>

<p><b>Essential / Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Appropriate tertiary qualification</li> <li>• Extensive experience in Aged Care Management</li> <li>• Demonstrated experience in complex program management</li> <li>• Sound knowledge in monitoring financial budgets</li> <li>• Experience in reporting to major funding bodies</li> <li>• Experience in workplace change management</li> <li>• Experience in meeting compliance targets</li> <li>• Excellent consultation skills</li> <li>• Exemplary communication skills</li> <li>• Ability to work independently with minimum supervision</li> <li>• Knowledge and understanding of issues impacting on community life within Maningrida and surrounding outstations</li> <li>• Knowledge of services and support available to community members</li> <li>• Experience in implementing quality improvement initiatives</li> <li>• Competent in the use of information technology including word documents and electronic data bases</li> <li>• Current driver's licence</li> <li>• Satisfactory criminal history check</li> <li>• Current Ochre card holder</li> </ul>
<p><b>Desirable / Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Experience working within an Aboriginal Medical Service</li> <li>• Experience living in a remote Aboriginal community</li> <li>• Demonstrated ability to engage and work effectively within a remote Aboriginal community</li> </ul>

**I accept the Position offered and agree to the terms and conditions contained in this position description**

**Signature of Applicant:**

**Date**

**Signature CEO, Malabam Health Board:**

**Date**

**Prepared: 1<sup>st</sup> June, 2017**