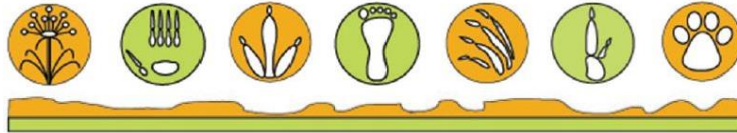


BARKLY REGIONAL COUNCIL



Community Care Team Leader – Ampilatwatja (CCT003)

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) and the Commonwealth Home Support Program (CHSP) in accordance with the Aged Care Quality and Safety Commission Aged Care Standards.

2. Our Vision, Purpose and Values

VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

- | | |
|------------------------|--|
| Integrity: | Upholding honesty and transparency in everything we do. |
| Diversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| Empathy: | Understanding and valuing the needs and experiences of others. |
| Accountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| Service: | Dedicating ourselves to excellence, putting people first, and creating a positive impact. |

3. Key Responsibilities

Ensuring Quality Care for Clients

- Ensure that recipients of Aged Care 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 Council 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 and Community Care 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 and CHSP 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 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.

4. Key Accountabilities

- Ensure that all services provided are in accordance with Aged Care Quality and Safety Commission Aged Care Quality 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.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Community Care Team Leader – Ampilatwatja (CCT003)
Reports to:	Community Care Coordinator (CCC001)
Department:	Community Services
Supervises:	Community Care Officers - Ampilatwatja
Internal Liaison:	Chief Executive Officer Director of Community Services Regional Manager Community Care Community Care Coordinator

Council Services Manager - Ampilatwatja

Community Care Officers - Ampilatwatja

Other Council Staff

External Liaison: Aged Care Recipients, their Careers, and Family
Government and Non-Government Representatives
Rate Payers, Residents, and Visitors

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

7. 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: \$80,057.24 per annum (\$3,079.12 gross per fortnight)

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

SCG: 12%

8. Essential Criteria – Qualifications, Skills, and Experience

1. Proven leadership and motivation skills with the ability to work with aged, disability and community groups.

9. 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.
4. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

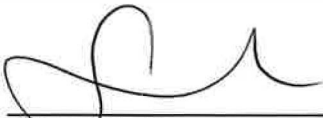
- Tertiary qualifications or equivalent in Aged Care or Disability Programs
- Meals Preparation Training
- Driver's Licence
- National Criminal History Check
- Working with Children Clearance (Northern Territory - Ochre Card)

Desirable

- BSB42015 Certificate IV in Leadership and Management
- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- VTP414 4WD Operations on Unsealed Roads

11. Certification

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



Susan Steele
Acting Chief Executive Officer

13, 08, 25
Date

12. Acceptance

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

Signature

____/____/____
Date