



Aged Care & Disability Services Officer & Cook

Job Title	Aged Care & Disability Services Officer & Cook
Classification	Level 4
Work Unit	Community Services
Responsible To	Aged Care & Disability Services Operations Coordinator

Primary Objective

The Aged Care & Disability Services Officer & Cook will prepare and assist with the delivery of quality meals to care recipients and will assist with the provision of culturally appropriate care to aged and people with disability within the community

Key Responsibilities

1. Assist with the preparation, cooking and delivery of meals for specified diets for clients, within the legislative framework for food services to vulnerable persons.
2. Work effectively as an individual and in a team to contribute to the achievement of the Councils objectives and communicate effectively in the workplace.
3. Provide support and mentoring to Support Workers to assist in the provision of care to aged and disabled people within the community.
4. Assist in maintaining an effective stock control system including procurement and stock take, in line with environmental health and food safety guidelines.
5. Complete all required paperwork including temperature logs, stocktakes, order forms, and other administrative duties are required.
6. Provide daily service provision to all clients as per their support plans including meals, transport, personal care, domestic assistance, social support as well as art and craft programs, and physical activities.
7. Develop rapport with staff, clients/participants and families, and maintain effective communication with management.
8. Actively participate in all offered training and development opportunities.
9. Comply with all Workplace Health and Safety Policies and Procedures.
10. Other duties as directed by the Aged Care & Disability Services Operations Coordinator.

Essential Selection Criteria

- Must have, or be able to obtain and maintain, a current NDIS Worker Screening Clearance.
- Demonstrated experience in the provision of a meals program for vulnerable persons, such as Meals on Wheels.
- Hold a food safety qualification, or the willingness to obtain.





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- Hold a Certificate III in Individual Support (Aging or Disability), or the willingness to obtain.
- Ability to work effectively in a cross-cultural team environment.
- Demonstrated experience in basic administrative duties.
- Proficiency in Microsoft applications such as Word, Excel and Outlook.
- A current C Class Drivers Licence, or the ability to obtain.

Desirable Selection Criteria

- Other relevant or related qualifications.
- First Aid and CPR qualification, or the willingness to obtain.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

Dale Keehne
Chief Executive Officer
East Arnhem Regional Council

