



Regional Coordinator – Aged Care Services

Job Title	Regional Coordinator – Aged Care Services
Classification	Level 6
Work Unit	Community Services
Responsible To	Regional Manager – Aged Care Services

Primary Objective

The Regional Coordinator – Aged Care Services will support in ensuring the effective coordination, compliance, and quality delivery of aged care services and programs whilst actively engaging in operational assistance.

Key Responsibilities

1. Support the Regional Manager – Aged Care Services in the coordination of the service and the wider team to ensure high quality service delivery is achieved at all times.
2. Assist the Regional Manager – Aged Care Services in the oversight of team operations inclusive of but not limited to; performance and compliance with data-collection, assisting with staff timesheet preparation and submission, and Work Health and Safety (WHS) reporting and service compliance processes.
3. Assist in providing specialist services in creating, managing, and maintaining care plans, budgets and schedules for participants in accordance with funded aged care packages and programs.
4. Prepare audit requirements and assist in the implementation and recording of continuous quality improvement.
5. Coordinate and actively support in the preparation and timely submission of all required reports including mandatory reports for funding agreements utilising industry portals such as PRODA, MAC, Medicare, Centrelink, e-Tools and other systems.
6. Coordinate and conduct in-house training on service adopted best practices and standards to ensure consistency in service quality and compliance across multiple centres.
7. Assist in the development and currency of compliance activities, policies and procedures and handbooks.
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 reasonably directed by the Regional Manager – Aged Care Services.

Essential Selection Criteria

- Must hold a minimum Cert III in Individual Support (Ageing and/or Disability) or higher.
- Expert knowledge and understanding of the Aged Care service and relevant systems, and/or demonstrated experience in a related role.





Position Description

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- Advanced oral, written and interpersonal communication skills.
- Proven skills in collaborating with both internal and external stakeholders.
- Proven effective time management with the ability to work autonomously.
- Proficiency with the Microsoft Office Suite (particularly Word, Excel, and Outlook) and an ability to learn new software.
- Must hold a current C Class Drivers Licence.

Desirable Selection Criteria

- Other relevant or related qualifications.
- 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

