



JOB OVERVIEW


JOB TITLE	Community Care Team Leader		
JOB LOCATION	Community Based	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Community Services	SALARY	Level 4
DIRECT REPORTS	Regional Manager Community Services	WORKING CONDITIONS	Must have a Certificate III in Home & Community Care or equivalent, First Aid Certificate, and a current WWCC and Criminal History Check (within 3 months)
REPORTS TO	Community Services Assistant Manager	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	This position is responsible for managing day to day operations of the Aged Care and Disability Services ensuring that personal, physical and emotional support is provided to our clients who require assistance with daily living in the community and surrounding ward.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Train, mentor and supervise staff members. 2. Coordinate and prepare monthly plans and reports within the required time frames. 3. Ensure the service meets compliance at all times. 4. Responsible for the planning, implementing and coordinating the Aged Care Service in the community. 5. Effectively coordinate the meals on wheels kitchen and food delivery in compliance with NT food safety regulations. 6. Provide friendly, compassionate support to the clients by assisting them with their daily living tasks. 7. Effectively work in a community care environment and provide support to clients to assist them in meeting their emotional needs and incorporate cultural activities within community members. 8. Provide advice to the clients about nutrition, food storage and hygiene. 9. Communicate appropriately with clients and colleagues to ensure positive outcomes and facilitate cooperative behaviour amongst clients. 10. Any other duties as directed by the CEO or Manager.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Certificate III in Aged Care or equivalent (essential). 2. A current First Aid Certificate (essential). 3. Diploma in Community Services, Aged Care Services, a qualification in Nursing or equivalent. (Desirable).
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated ability to be able to lead, manage and develop staff from a range of backgrounds and in a cultural context. 2. Excellent relationship Management skills with the ability to be able to negotiate consult and network with all levels of staff and stakeholders. 3. Ability to maintain client confidentiality, manage client records and capture reporting data. 4. Well-developed communication and negotiation skills and the ability to be sensitive, supportive and flexible towards undertaking a variety of tasks that add value and quality to clients.

	<ol style="list-style-type: none"> 5. Ability to work in a challenging, culturally diverse environment and respect the values, customs, preferences and beliefs of clients and their families. 6. Ability to maintain client confidentiality. 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Working with Children's Card 2. Criminal History Check (issued within 3 months) 3. A current Driver's Licence 		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
APPROVED By TRUDY BRAUN ACTING CHIEF EXECUTIVE OFFICER			
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