




JOB OVERVIEW			
JOB TITLE	Community Care Coordinator		
JOB LOCATION	Regional Office	WEEKLY HOURS	Full-Time
DIVISION / DEPARTMENT	Agency Services	SALARY	Level 8
DIRECT REPORTS		WORKING CONDITIONS	
REPORTS TO	Community Care Manager	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2021 - 23.
POSITION DETAILS			
JOB PURPOSE	The Community Care Coordinator is accountable to the Community Care Manager for the effective and efficient operation of the Community Services of Aged Care.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Develop effective policy and strategic direction in collaboration with the Community Care Manager for the delivery of community services based on identified priorities and needs of local community plans. 2. Support the development of community and quality improvement plans to support Victoria Daly Regional Council's policy and Regional Plans. 3. Promote a sound understanding of the role of community services and development activities among staff and council. 4. Provide strategic advice to Council's planning process and systems. 5. Work with Council Operations Managers to ensure the delivery of VDRC's community services are delivered in line with Council's corporate policy and Regional Plan. 6. Liaise with the Grants Manager to facilitate the development of applications of external funding for Community Services. 7. Regularly liaise with Council Operations Managers to ensure that community services are meeting local needs and priorities are being delivered in an efficient and effective manner. 8. Network with government agencies and other organisations to ensure VDRC is well placed to respond to opportunities and on ground services and resources are well integrated. 9. In conjunction with Council Operations Managers and Team Leaders, ensure that all community services are delivered in compliance with the relevant legislation, guidelines, agreements, policies, and procedures. 10. Ensure that cultural safety principles guide decision making processes and are imbedded in service delivery. 11. Ensure the policies and procedures of the Council are adhered to and all resources are effectively deployed. 12. Maintain a safe working environment and ensure adherence to WHS regulations. 13. In collaboration with relevant managers, coordinate the development of community services budgets and Councils annual budget. 14. Authorise expenditure against approved budgets. 15. Monitor expenditure against budgets and make recommendations for quarterly reviews. 16. Provide guidance, support and development to all staff employed to deliver Aged Care services. 17. Liaise with Council Operations Managers monthly to obtain an independent perspective on the performance of community staff. 18. Provide technical advice and support to Team Leaders in the operation of community services. 19. In conjunction with Council Operations Managers, ensure that relief staffing arrangements are made during absences of Team Leaders. 20. Ensure that all Aged Care Centerpay arrangements and HCP and CHSP claiming is up to date. 		

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Tertiary qualification in Finance or extensive experience required. • A current First Aid Certificate (essential) • A current open NT Drivers Licence (essential) 		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Demonstrated experience in supporting good financial governance in aged care or community services. 2. Demonstrated ability to manage and support high quality service delivery including achieving and maintaining registration and accreditation, strategic planning, financial management, business planning, staff mentoring, coaching and supervision. 3. Demonstrated high level communication skills both written and oral including the capacity to prepare performance reports, operational and work plans, business cases, secure community investment and stakeholder engagement. 4. Demonstrated ability to lead, manage and develop staff from a range of backgrounds and in a cultural context. 5. Strategic and decision-making skills with an analytical and innovative approach to problem solving. 6. Ability to work both autonomously and cooperatively within a small team, with the flexibility to adapt to changing priorities and commitment to continuous improvement. 7. A demonstrated ability to communicate effectively with Indigenous people and an awareness of issues affecting Indigenous people in remote locations and ability to operate effectively in a cross-cultural environment. 8. Excellent relationship management, negotiation, consultation, networking and partnering skills with all levels of staff. 9. Strong organisational skills and experience in business planning and performance reporting. 10. Proven ability to work well under pressure. 11. Sound understanding of the principles of Community Development. 12. Sound knowledge of the principles of WHS. 13. Thorough knowledge of and ability to meet all care delivery standards required by government instrumentalities, including accreditation. 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. Criminal History Check (recent within 3 months) 2. Eligible to qualify as approved provider key personnel. 3. Current Working with Children's Card. 		
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 2021 - 2023.		
APPROVED BY RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	5/5/2022