

NGANAMPA HEALTH COUNCIL INC JOB DESCRIPTION
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POSITION TITLE: Aged Care Program Manager
Part Time .6 FTE

LOCATION: Alice Springs

RESPONSIBLE TO: Health Services Manager

KEY RESPONSIBILITIES

- Provide leadership and coordination of the Nganampa Health Council Aged Care Residential (Tjilpiku Pampaku Ngura) and Commonwealth Home Support Program (CHSP) services on the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands
- Ensure these services align with the Health Council's strategic plan and objectives, maintain accreditation, and are compliant with the requirements of the regulatory framework and the Aged Care Quality Standards
- Provide advice to the Health Services Manager, Executive Director and the Nganampa Health Council Board with respect to the further development of aged care services delivery on the APY Lands

JOB DUTIES

Aged Care Program Management

- Coordinate the Nganampa Health Council Aged Care Program on the APY Lands
- Provide leadership and expertise in policy development, strategic planning, and delivery of aged care services
- Ensure that the Aged Care Program goals and objectives as determined by the Nganampa Health Council Board are met
- Ensure optimal service delivery in the Aged Care Program through the securing and effective and efficient management of the required human, capital and financial resources to meet Program goals and objectives
- Ensure that the Program operates within, and complies with, the regulatory framework as determined by the funding agreement, relevant legislation, the Aged Care Quality and Safety Commission and other relevant statutory authorities
- Maintain systems for Program reporting against goals and objectives, Program monitoring and evaluation, and Continuous Quality Improvement
- Coordinate accreditation of residential and CHSP services as required to ensure that these meet the Aged Care Quality Standards, retain current accreditation, and are delivered in an equitable and culturally safe fashion

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Endorsed by:
Last reviewed: November 2019
Next review due: November 2021



- Facilitate training, supervision, performance appraisal and professional development for Program staff
- Promote the employment and career development of Anangu staff in the Program
- Liaise with external service providers and other stakeholders relevant to the delivery of the Aged Care Program and aged care related services on the APY Lands
- Report regularly and as required to the Executive Director, Medical Director, Health Services Manager and Board on the performance of the Aged Care Program
- Provide Aged Care Program reports for funders and other external stakeholders as required
- Manage the Aged Care Program budget. Meet quarterly with the Chief Financial Officer, Finance Manager and Residential Care Manager to review financial performance
- Provide information and advice to the Health Services Manager and Executive Director to assist the Health Council in advocating with government for a level of funding sufficient to ensure the sustainability of the Program
- Provide information and advice to the Health Services Manager and Executive Director so as to ensure that the effective and efficient utilisation of the Program services, infrastructure and resources is optimised
- Provide administrative and supportive supervision for the Residential Care Manager
- Comply with all Occupational Health Safety and Welfare policies and procedures and promote safe work practices and a safe workplace.

RELEVANCE TO NGANAMPA HEALTH COUNCIL'S STRATEGIC PLAN

- Ensures best practice respite and residential aged care for Anangu at the Pukatja Aged Care facility.
- Ensures staff employed in the areas of aged care and social work are adequately supported and resourced and have access to appropriate training.
- Ensures high quality and timely non-financial reports are prepared, thus assisting with the maintenance of relationships with external stakeholders.

SELECTION CRITERIA

ESSENTIAL

- Proven ability to lead, communicate effectively and work collaboratively within a multi-disciplinary health team in a cross cultural and complex environment
- Proven leadership experience in planning, implementing, managing and evaluating health programs
- Extensive knowledge of current national policy settings, funding arrangements and Government agencies relevant to the Indigenous aged care sector
- Previous experience in providing ongoing mentoring, knowledge transfer and support for staff
- High level verbal and written communication skills
- High level submission and report writing skills



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- Proven Information Technology skills sufficient for the production of submissions and reports, presentations and spreadsheets
- Proven ability to organise and prioritise work in a self-directed fashion
- Ability to travel and work flexible hours
- A current driver's license
- A current National Police Check and Working with Vulnerable Peoples Check

DESIRABLE

Education

- Tertiary qualifications in health administration or aged care
- Previous experience working and living in a remote community
- Previous experience working in a primary health care context and/or in an Aboriginal Community Controlled Health Organisation
- Established networks in the human services sector

