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***Position Summary***

**Reports to:** Executive Manager Corporate Services

**Department:** Corporate Services

**Objective:** Ensure Killara, the Adult Day Centre and Respite Services are operated efficiently and the objectives of Killara are achieved by the provision of high quality care and service. Monitor and determine community needs and ensure services are designed and delivered to support community and client requirements.

**Work Location:** Killara – Burgoyne Street Northam

**Award/Level:** Local Government Industry Award 2020/ Level 8

**Date Revised:**

**Responsibilities and Duties**

**Position**

* Manage the day to day running of the Centre including managing the activities and duties of the Adult Day Care and Respite staff, coordinating recruitment and training of volunteers, establish and maintain client records as required by Council Commonwealth Home Support Program (CHSP).
* Ensure relevant strategic planning and policy is developed and implemented in relation to Adult Day Care and Respite services.
* Liaise with service provider organisations and monitor services. Maintain and promote a current directory of information of services.
* Ensure high standards of safety are maintained for staff, participants, volunteers and equipment within the Centre and Adult Day Care or Respite off site service or excursions.
* Correlate clients' needs for Adult Day Care and Respite eligibility through a standard assessment procedure.
* Ensure outcome standards are achieved for the Centre’s clients.
* Implement and coordinate suitable staff training programs.
* Co-ordinate the finances of the Centre including the preparation of the draft budget estimates in consultation with the Accountant and/or Executive Manager Corporate Services, manage five (5) separately funded service agreements under Commonwealth Homes Support Program (CHSP).
* Manage all expenditure for Adult Day Care and Respite services, identify unmet needs and obtain resources from relevant government departments.
* Maintain and manage all records and provide reports as required.
* Ensure a high level of building maintenance by liaising with contract cleaners, Shire staff and gardeners.
* Any other duties consistent with the level of the position as directed.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health and safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
* Correct utilization of appropriate personal protective equipment
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Council’s Policies and Procedures
* Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

**Authority and Accountability**

Operates under general direction of the Executive Manager Corporate Services within established guidelines, procedures, practices and policies of Council and Commonwealth Home Support Program (CHSP).

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|  **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class & MR class national drivers licence
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| * Provision of a current National Police Clearance
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| * Hold a current Senior First Aid Certificate
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| **Skills and Abilities** |  |  |
| * Developed verbal and written communication skills.
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| * Developed public relations and interpersonal skills.
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| * Developed analytical and problem solving skills.
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| * Demonstrated team leadership and management and people management skills.
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| * Tertiary qualifications in health or related field.
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| * Knowledge of the Commonwealth Home Support program and community care programs and the provision of aged care services, including considerable experience in the field of adult day care and respite services for older Australians and their and their carers.
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| * Experience working in a local government organisation.
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| * Eligible to obtain a Working with Children check if required.
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 **GENERAL PHYSICAL REQUIREMENTS**

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| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand |  | A black check mark on a white background  Description automatically generated |  |  |
| Walk |  | A black check mark on a white background  Description automatically generated |  |  |
| Sit |  |  | A black check mark on a white background  Description automatically generated |  |
| Handle |  | A black check mark on a white background  Description automatically generated |  |  |
| Reach |  | A black check mark on a white background  Description automatically generated |  |  |
| Climb/Balance |  |  | A black check mark on a white background  Description automatically generated |  |
| Crouch/Kneel |  | A black check mark on a white background  Description automatically generated |  |  |
| Talk/Hear |  | A black check mark on a white background  Description automatically generated |  |  |
| Taste/Smell |  |  | A black check mark on a white background  Description automatically generated |  |
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**Authorisation and Acknowledgement**

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| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

