

Position Description

Position Title: Community Care Team Leader
Position Number: 315
Classification: Level 5
Award Cover: Local Government Industry Award 2010
Department: Community Services
Work Unit: Community Care
Location: Warruwi

Position Objective

This position is responsible for the delivery of a range of Community Care Services including providing leadership and support to Community Care staff to ensure services are compliant with National Service Standards and Service Agreements.

Key Responsibilities

1. Ensure a high quality level of care is delivered to clients by:
 - a. monitoring individual care plans with clients and staff as required;
 - b. monitoring the kitchen on a daily basis to ensure:
 - i. healthy menus are consistently prepared
 - ii. meals are prepared and delivered to care recipients
 - iii. supplies are ordered and stored appropriately
 - iv. high levels of cleanliness and hygiene are being maintained
 - v. staffing levels are appropriate; and
 - c. planning and implementing activities and projects as required.
2. Provide leadership, support and direction to staff by:
 - a. ensuring effective work practices are followed that are in line with established policies, procedures and guidelines;
 - b. implementing a continuous improvement process to ensure Council is compliant with National Service Standards and Service Agreements;
 - c. developing goals and training plans with individual staff.
3. In consultation with the Community Care Coordinator, develop, monitor and review the budget on a regular basis.
4. Ensure all relevant information is accurately recorded and reported within required timeframes.
5. Participate in arranged training and skills development to meet Community Care requirements.
6. Other duties relevant to Community Care services, as required.



7. In accordance with work health and safety legislation, ensure:

- a. you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illness, and
- b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

Selection Criteria

Essential

1. Well developed organisational and administrative skills including proficient computing skills to input and maintain data, generate standard reports and prepare documents and spreadsheets.
2. Basic budgeting and financial management skills.
3. Strong oral and written skills to communicate effectively with a diverse range of people.
4. Ability to communicate with clients across different language and clan groups.
5. Experience in leading or supervising a team.
6. Experience in working with the special needs of aged and disabled people.
7. Knowledge of services delivered through the Community Care program.
8. Current Senior First Aid Certificate.
9. Current NT driver's licence.
10. Certificate IV in Home and Community Care, Aged Care, or equivalent.
11. Sound working knowledge and understanding of Work Health and Safety in the workplace.

Desirable

1. Knowledge of continuous quality improvement systems and processes in community care.
2. Ability to contribute to continuous improvement processes.

Organisational Relationships

Position reports to: Community Care Coordinator

Staff reporting to position: Community Care Senior Officers and Community Care Officers

Performance review conducted by Community Care Coordinator

Position liaises with:

Internal:

Community Care Coordinator
Council Services Manager
Other Council Staff

External:

Home and Community Care Recipients
Aged Care Package Recipients
Community Care Carers
Dept of Health & Ageing Assessment Team
Health Clinic
DBMAS

Further information

1. A Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment.
2. As this position will involve working with children, a satisfactory Clearance Notice/Ochre Card is mandatory.

Approved by:

CEO / EMCS / EMI / MHR / MCS:



Date: 4 February 2014 Page 2 of 2