



## Position Description

**Position Title:** Senior Admin Support – maternity leave CEO position fill-in

**Service:** Aged Care

**Location:** Ltyentye Apurte (Santa Teresa)

**Classification:** \$40-\$55 p/h depending on skills and qualification

**Responsible To:** Board of Directors, CEO and Management team

**Dates:** Position available approx. mid September 2026 – September 2027

### Position Summary:

P/T

While the CEO is on maternity leave, the Senior Admin Officer will step in to help keep things running smoothly, working closely with our management team, including the Client Care Coordinator and Local Team Leader.

You will be well supported in this role, with the CEO available for guidance when needed and regular monthly virtual managers meetings to stay connected and on track.

This position plays an important role in supporting the day-to-day operations of Ltyentye Apurte Arelhe Ingkerrenyekekenhe Apmere Aboriginal Corporation. The organisation delivers remote aged care services through NATSIFAC and CHSP funding to the Ltyentye Apurte community. Your focus will be on maintaining continuity in existing processes, supporting current projects, and helping the team stay organised and engaged.

You'll be guided by the existing management team and won't be expected to come in and make major changes. This role is all about steady, practical leadership and good coordination.

A big part of the role is building strong relationships within the community, so being flexible, respectful, and resilient is key, especially as the work environment can sometimes be challenging.

You'll be joining a welcoming team of local staff who value collaboration and two-way learning. There'll also be opportunities to spend meaningful time with clients and their families; listening to stories, learning about Eastern Arrernte culture, and supporting staff as they continue to grow their skills and experience.

### Who we are:

Ltyentye Apurte Arelhe Ingkerrenyekekenhe Apmere Aboriginal Corporation is a small community owned and controlled Aboriginal Corporation owned by the Ltyentye Apurte community located on Eastern Arrernte Country, 80kms south-east of Mparntwe, Alice Springs. Within this organisation sits Ltyentye Apurte Community Care (LACCare) which delivers at-home aged and disability services to the residents of the community.

We aim to best support the lives of the elderly and their families providing culturally appropriate care and ensuring access to quality services in line with National Aged Care Standards.

We are a vibrant community centre, open weekdays providing meals-on-wheels, laundry services, group activities, individual support and transport around community and trips to Mparntwe, Alice Springs.

Our core values follow respect, truth, kindness and greatness:

- We will treat all clients with dignity and respect delivering Culturally informed and safe care, placing the client in the centre of everything we do
- We listen to direction from our board, the feedback from our clients and the needs of our community
- We will think deeply about the impact of our service delivery
- We will foster understanding and respect between Indigenous and non-Indigenous people
- We will continue to deliver safe and respectable services to our clients promoting and maintaining client independence aiming to enhancing their quality of life

**Standard requirements:**

- Obtain a courteous and respectful manner and communicate effectively with clients, staff, community members and stakeholders.
- Demonstrate cultural awareness, knowledge and safety.
- Maintain confidentiality around any information on clients and their families.
- Deliver appropriate culturally aware leadership to continue to achieve standards of best practice and promoting quality improvement.
- Hold a current National Police Check and current drivers licence.

**Key Responsibilities:**

- In collaboration with CEO through regular contact on virtual meetings:
  - Upkeep of prompt and regular reporting to funding bodies following all policies and procedures
  - Facilitate board meetings and thorough reporting to Board of Directors
  - Purchasing, budgeting, submitting grant applications and reporting or expenditure
  - Pursue direction and discussion from the local board, following LACCare's plans, policies, procedures and relevant community and cultural guidelines.
- In collaboration with coordinators on site:
  - Daily engagement with staff, mentoring and support

- Support team and coordinators in the delivery of client services as necessary in line with the Department of Health Age Care Quality Standards, backfilling rolls when necessary
- Maintain a close and positive working relationship with the Client Care Coordinator and Team Leader Coordinator roles to foster a 2-way learning environment
- Liaise professionally with community members and outsider stakeholder engagement
- Commitment to workplace safety

**About You:**

- You have a client centred focus and eye on our goal of enriching peoples lives while they are able to continue to live on Country
- You are known for your compassion, empathy and ability to listen
- Your style is flexible, good humoured and resilient
- You are a self-starter and can work autonomously, knowing when to ask for help
- You can think on your feet to negotiate and solve problems
- You are considerate and thoughtful in conflict management
- You are eager to learn and collaborate with your team
- You are passionate and ready for a challenge
- You can communicate with all sorts of people
- You are culturally curious and have respect for culture and community
- You have experience working for an Aboriginal organisation and awareness of the issues pertaining to this region

**Selection Criteria & Essential Qualifications:**

- Cert IV (minimum) qualifications in Aged Care, Community Service or relevant field
- Demonstrated experience in leading, mentoring and supporting a team
- Ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people and develop professional relationships with all clients and families, staff and Board of Directors
- Hands-on experience in the delivery of Aged and/or Disability Services, associated programs, industry standards and reforms, including and understanding of the principles of Client and Consumer Directed Care
- Strong interpersonal written and verbal communication skills to communicate outcomes in reports and communicating amongst clients and team members
- Demonstrated experience of working collaboratively with a variety of stakeholders
- Sound decision making skills including an analytical approach to problem solving, crisis and risk management
- A knowledge and commitment to Quality Improvement
- Experience in administration, data entry and proficient in the use of Microsoft office suite
- Must have a current National Police Check (within the last 3 months – *apply now via [nationalcrimecheck.com.au](http://nationalcrimecheck.com.au)*) and an unrestricted C class drivers license

- Experience working for an Aboriginal Organisation and have strong awareness of the challenges First Nations people face within the region.
- Commitment to delivering client-centred services aligned with the National Aged Care Standards

**Desired:**

- Experience living and working in remote communities
- 4WD driving training and remote driving experience
- Understanding and experiencing of cultural protocols, together with a willingness to work respectfully in accordance with Indigenous groups and cultures

**What we offer:**

- An inspiring opportunity to work for a community controlled Aboriginal Corporation for a 12-month period
- Flexible hours split between working on site and from home
- Direct support from CEO on leave through regular contact if required
- Small yet furnished, private accommodation suitable for 1 person
- Vehicle for work transportation
- Salary Sacrifice
- 6 week annual leave

**How to apply:**

Please show your interest through sending your CV and a brief cover letter to [manager@laccare.org.au](mailto:manager@laccare.org.au)