

Aged & Community Services SA&NT Inc

Position Description

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| Title of Position: Residential Care Manager | Organisation: Aged & Community Services SA/NT Inc |
| Classification: .8 Full time equivalent | Department: |
| Type of Appointment: Three-year contract | Position Created / Revised: Revised February 2010 |
| Occupant: | Occupant Appointed: |

Position Description Approval

Name:

Position:

Signature:

Date:

Reports

Reports directly to the Chief Executive Officer.

Role & Responsibilities (Summary)

The Residential Care Manager is responsible for ensuring that member organisations of ACS, which provide residential aged care, are provided with information, advice and other support in the conduct of their services.

Liaison with individual members and ACS committees is an important prerequisite to ensure that residential aged care issues are addressed on behalf of the wider ACS membership.

Appointment, Salary & Conditions

Initial appointment is for a three-year term.

The position is .8 FTE.

Salary \$62,500 (full-time equivalent) is negotiable.

Some intrastate and interstate travel will be required.

A current SA driver's licence is essential. Occasional use of private motor vehicle may be required – appropriate cost reimbursement will be made.

Four weeks annual leave is provided annually as is two weeks annual sick leave (full-time equivalent) plus other benefits including salary packaging.

Duty Statement

- Assist and support ACS members through accurate and timely responses to inquiries and provision of effective and relevant information, intelligence and advice relating to wide-ranging matters affecting residential aged care.
- Liaise and develop working relationships with all key external stakeholders, to ensure members' interests are promoted and that members have a high quality flow of intelligence and information concerning the policies, views and activities that may affect their operations.
- Attend and support the meetings of ACS committees, working groups, forums etc. that address issues of importance regarding and focusing on residential aged care.

- In conjunction with the ACS Residential Care Committee, 'drive' the activities of the Committee, ensuring they are in harmony with the strategic objectives of the association.
- Establish a network with individual members to assist in information gathering and to act as a conduit to the membership.
- Liaise and work cooperatively with staff in the ACSA federation, ensuring that matters of potential national importance are identified and dealt with, and assistance provided within resource constraints.
- Contribute to the development of ACS initiatives or responses regarding residential aged care issues for the benefit of ACS members.
- Achieve outcomes relating to special projects, tasks or duties directed by the ACS Board and / or CEO from time to time.
- Oversee the development of (and where appropriate speak at) industry forums, seminars and other events, to ensure the membership remains informed.
- Prepare or assist with the preparation of written material for submissions, publications, reports, Board meetings etc. as required.
- Attend, participate in and / or speak at industry conferences, seminars, forums, meetings and working groups.

Person Specifications

An appropriate tertiary degree or certificate level qualification is desirable but not essential.

Essential

- Demonstrated skills and experience working in an association-type environment servicing members, preparing material and 'driving' initiatives as part of a small team
- Ability to communicate effectively with association members, registered nurses, allied health professionals, residential aged care facility managers and supervisors, care workers, and professionals from various backgrounds
- Demonstrated capacity to think laterally and creatively
- Excellent written and oral communication skills
- Ability to work with limited supervision on a number of projects / initiatives to achieve outcomes / results and ability to manage time and tasks effectively in a well-organised manner
- Knowledge of the development and articulation of policy and the resulting implementation of such policy

Desirable

- A sound knowledge of the residential aged care sector (or a demonstrated capacity to learn quickly)
- Knowledge of the state and federal aged and health systems
- A strong sense of understanding and support for charitable and not-for-profit service providers
- Ability to work in a small team environment observing strict confidentiality principles

All ACS SA & NT employees are expected to have knowledge of the principles and obligations of Equal Opportunity and Occupational Health, Safety and Welfare legislation.