

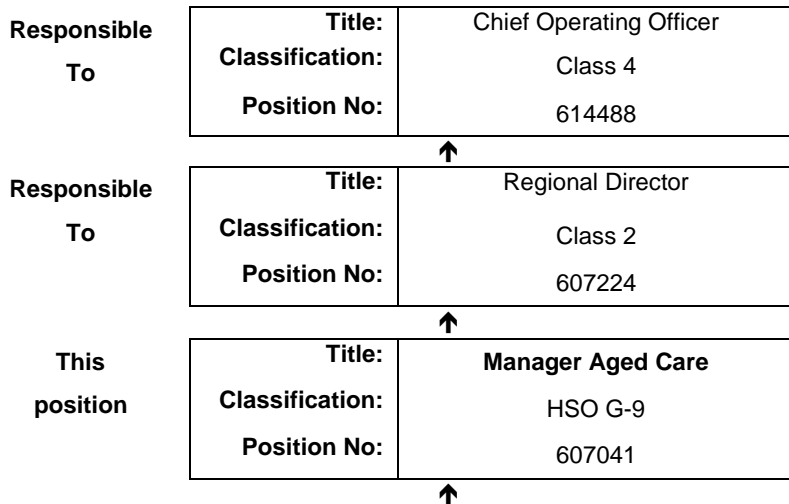


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	607041
Division:	Wheatbelt	Title:	Manager Aged Care
Branch:	Aged Care	Classification:	HSO G-9
Section:	Management	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

- Title**
- Director Medical Services
 - Regional Nursing & Midwifery Director
 - Director Business Services
 - Operations Managers x 3
 - Director Population Health
 - Manager Mental Health
 - Regional Aboriginal Health Consultant
 - Manager Infrastructure & Support Services
 - Senior Project Manager Infrastructure & Planning
 - SIHI Reform Coordinator
 - Manager Human Resources
 - Coordinator Executive Services

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
613263	NAP Coordinator		
607330	Aged Care Program Officer		
613317	HACC Project Officer		
613153	DSA Coordinator		
607043	Business Support Officer		
607036	ACAT Snr Social Worker		
607042	CNS/Continance Advisor		
007041	ACAT Coordinator		
007967	Clinical Nurse		

Section 3 – KEY RESPONSIBILITIES

Responsible for leading the development of public aged care services and facilitating partnerships in the delivery of aged care services to the region. Coordinates aged care services to ensure that a high standard of service delivery across the acute – aged care continuum is achieved and monitored.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	<u>Leadership</u>	D	35
1.1	Provides strategic direction, co-ordination, monitoring and evaluation of aged care services.		
1.2	Develops and maintains relationships with peak bodies, relevant organisations, consumers and carers to ensure a partnership approach to aged care service delivery.		
1.3	Promotes opportunities for improved services for older people across the acute / community / residential aged care setting.		
1.4	Promotes the development of service models and care options that are sustainable and culturally appropriate.		
1.5	Manages the resources for aged care services.		
1.6	Provides regular reports on the operation of aged care services and key performance indicators.		
1.7	Participates on the regional executive and provides advice on aged care issues.		
2.0	<u>Quality</u>	D	25
2.1	Guides the implementation of age-friendly principles and practices and older person pathways.		
2.2	Facilitates the implementation of the Carers Charter.		
2.3	Ensures the maintenance of systems, client records, service information, and other necessary documentation and statistics for all aged care programs.		
2.4	Supports the monitoring of all Outcome Standards for each program.		
2.5	Acts as a clinical consultant in area of expertise.		
3.0	<u>Communication</u>	R	25
3.1	Maintains effective working relationships with the health service managers and senior clinicians.		
3.2	Works collaboratively with statewide agencies, community leaders and other stakeholders to ensure that aged care services are tailored to meet regional and local priorities.		
3.3	Liaises directly with government and non-government organisations, community groups, consumers and carers to support aged care service delivery.		
3.4	Negotiates contract arrangements with funding bodies and other providers.		
4.0	<u>Planning</u>	R	10
4.1	Contributes to regional and site planning and develops business plans.		
4.2	Evaluates quality and effectiveness of programs and applies findings to future planning and resource allocation.		
4.3	Identifies training needs and gaps and develops training plans to ensure that staff numbers, mix and competencies address contemporary aged care standards.		
4.4	Investigates, evaluates and makes recommendations on funding applications.		
5.0	<u>Other</u>	R	5
5.1	Undertakes other duties as directed by the Regional Director.		
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>			



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Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

- 1) Demonstrated leadership and experience in the planning and management of aged and/or community services.
- 2) Demonstrated understanding of contemporary aged care service delivery issues in rural and remote areas.
- 3) Demonstrated highly developed verbal and written communication skills, interpersonal skills, negotiation and problem solving skills.
- 4) Demonstrated ability to nurture relationships, influence people and to lead organisational culture.
- 5) Demonstrated experience in the management of financial, human, physical and intellectual resources.
- 6) Current knowledge of legislative obligations for Equal Opportunity, Disability Services, Occupational Safety and Health, and how these impact on employment and service delivery.
- 7) Eligible for / or in possession of a current C or C-A Class drivers licence

DESIRABLE

- 1) Tertiary Qualification in Management, Health, Social Science or relevant equivalent.
- 2) Demonstrated knowledge of Aged Care Assessment Program (ACAP), Commonwealth Home Support Program (CHSP), Home Care Program (HCP) and other Commonwealth Aged Care Reform initiatives.
- 3) Experience in community consultation, needs analysis and program development.

Section 6 – APPOINTMENT FACTORS

Location	Northam	Accommodation	As determined by the WA Country Health Service Policy – Wheatbelt
Allowances/ Appointment Conditions	Appointment subject to: <ul style="list-style-type: none"> • Successful Criminal Records Screening clearance. • Completion of a 100 point identification check. • Successful pre-placement health screening clearance. • Successful Aged Care Criminal Screening • Evidence of a current C or C-A Class drivers licence 		
Specialised equipment operated	Nil		

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date:
Executive Services



Signature and Date:
Chief Executive Officer



As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed