



POSITION DESCRIPTION	
Position	Home Care Workforce Coordinator
Classification	Operations 5
Reports to	Learning and Development Manager
Location	Cairns servicing Cape York communities
Identified Position	Under section 25 of the <i>Anti-Discrimination Act 1991 Qld</i> , there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander community

Position Purpose
To support the home care sector to attract, train and retain Care Workers engaged to support older Aboriginal and Torres Strait Islander people in Cape York.

Accountability	Responsibility / Task
Service Planning and Implementation	<ul style="list-style-type: none"> Undertake ongoing practical and theoretical professional development relevant to the Home Care Workforce sector, as required. Plan, develop, implement, and review learning and development processes and initiatives including learning programs to support the Home Care Workforce. Create learning and development policies and procedures related to the Home Care Workforce. Develop and implement strategies to enable residential aged care and other providers to attract, train and retain a home care workforce. Engage Registered Training Organisations (RTOs) to support and deliver training to the Home Care Workforce in Cape York. Undertake ongoing practical and theoretical professional development relevant to the position responsibilities, as required.
Operational Delivery	<ul style="list-style-type: none"> Assist students and new entrants to receive the skills and training required to deliver quality care services as they pertain to the National Aboriginal Community Controlled Organisation (NACCHO) Communities of Care model. Identify learning and development opportunities and priorities, to support and enhance the skills of the existing workforce to ensure better support for workers to the Home Care Workforce to help improve retention.



Accountability	Responsibility / Task
	<ul style="list-style-type: none"> • Provide targeted support to aged care providers to promote consumer access to home care in Cape York. • Support local aged care providers to develop local community-based recruitment communication campaigns to promote vacancies with local job networks. • Undertake activities to support new workers and trainees recruited through the program to complete high-quality culturally appropriate training. • Establish and coordinate a Community of Practice for new workforce and trainees. • Build individual capacity, including skills and knowledge of the Home Care Workforce to effectively carry out their position responsibilities. • Build individual capacity, including skills and knowledge of the Home Care Workforce to effectively carry out their position responsibilities. • Demonstrate a commitment to community control. • Undertake reasonable duties assigned by the Line Manager which are appropriate for the qualification and skill level.
Team	<ul style="list-style-type: none"> • Role model and promote the values of Apunipima. • Work effectively and collaboratively as part of a multidisciplinary team to provide a shared responsive approach to meet the Home Care Workforce needs of aged care providers in Cape York. • Share information and knowledge with relating to the Home Care Workforce program with Apunipima staff • Support Apunipima team members to build individual capacity, including skills and knowledge to effectively carry out their position responsibilities.
Relationship Management and Stakeholder Engagement	<ul style="list-style-type: none"> • Attend and participate in meetings, networks and forums relevant to the Home Care Workforce, including Health Action Team (HAT) meetings. • Develop and maintain effective working relationships with key stakeholders and partners including community-based aged care service providers, job networks and Registered Training Organisations.
Financial, Monitoring, Reporting and Resource Management	<ul style="list-style-type: none"> • Comply with and monitor legislative requirements, Delegations Manual, policies and procedures. • Engage in and implement continuous quality improvement (CQI) activities. • Ensure a safe working environment for self and others, be engaged in activities to help prevent injuries and illnesses and be accountable for workplace health and safety responsibilities.



Accountability	Responsibility / Task
	<ul style="list-style-type: none"> Report against program and work objectives and other measurable outcomes, as required

Selection Criteria	
Qualifications/ Registrations/Associations	<p>Essential</p> <ul style="list-style-type: none"> Relevant qualification in the Home Care and/or Aged Care sector Current Queensland Drivers Licence Blue Card (Working with Children Card) AFP National Police Check <p>Desirable</p> <ul style="list-style-type: none"> Certificate IV Trainer & Assessor (TAE40116) or Certificate IV Trainer & Assessor (TAE40122)
Experience	<p>Essential</p> <ul style="list-style-type: none"> Experience engaging with external stakeholders in the Home Care and Aged Care workforce. Experience engaging with RTOs with regard to training in the Vocational Education and Training (VET) sector
Knowledge/Skills	<p>Essential</p> <ul style="list-style-type: none"> High level knowledge of Aged Care sector, preferably as it relates to Aboriginal and Torres Strait Islander remote communities. Knowledge of legislation relevant to the Aged Care sector or the ability to acquire knowledge quickly. Understanding of the historical and contemporary issues that impact on Aboriginal and/or Torres Strait Islander people and their communities, particularly in Cape York Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people in accordance with community protocols and customs. Demonstrated understanding of the principles of Aboriginal and/or Torres Strait Islander community control Must be willing and can travel in Cape York either by light aircraft or 4WD as required.

Authority
<p>The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.</p>



Name:

Signature X: Senior Management Team Representative

Date

As incumbent of this position, I acknowledge and confirm my understanding of the responsibilities and other requirements as detailed in this document.

Name:

Signature X – Position Incumbent - Apunipima

Date