



NORTH STRADBROKE ISLAND  
ABORIGINAL & ISLANDERS  
HOUSING CO-OPERATIVE  
SOCIETY LTD

## RESPIRE CENTRE MANAGER - PERMANENT, FULL TIME ROLE

The Minjerriba Respite Centre is looking for suitable candidates for the position of Respite Centre Manager.

Managing a small team, the successful applicant will work to maximise Service delivery to eligible clients in accessing in-home care and support.

The position will provide care planning and coordination activities for the team in providing services in the care plan.

The Minjerriba Respite Centre provides a range of in-home Services to support clients to maintain their lifestyle and independence and continue to live in their home in the community.

We are looking for an exceptional candidate that has a passion for working with aged care clients and to make a real difference in their clients lives.

The key requirements of the position include-

- Aged care experience that demonstrates your ability to navigate MyAgedCare processes with clients
- An understanding and application of the guidelines for Services and funding (or ability to rapidly acquire understanding)
- An up-to-date Criminal History Check.
- Self-directed with a passion for working with aged care clients

More information, including the full position description and key requirements of the role, can be found at [nsihousing.org](http://nsihousing.org)

If you would like to discuss the role, contact Ben Thomson on 07 3409 9340 or email [admin@nsihousing.org](mailto:admin@nsihousing.org)

Your application should include a current resume/CV and an address to the key requirements and be emailed to [admin@nsihousing.org](mailto:admin@nsihousing.org)

**[WWW.NSIHOUSING.ORG](http://WWW.NSIHOUSING.ORG)**



# North Stradbroke Island Aboriginal and Islanders Housing Cooperative Society Ltd

<b>Position Title</b>	Manager, Minjerriba Respite Centre
<b>Location</b>	Minjerriba Respite Centre
<b>Employment Status</b>	Full-time, 38 hours per week – 7:30am to 3:30pm
<b>Position Reports to</b>	General Manager (operational) and Clinical Manager (for all clinical related matters)
<b>Positions Direct Reports (if applicable)</b>	A small team of administration and care staff including Personal Carers, Activities Officer, Transport Officer and Domestic Assistants.
<b>Date Approved</b>	November 2021

## Organisational Context/Environment

Minjerriba Respite Centre provides home support and community care services to eligible community members of North Stradbroke Island.

Minjerriba Respite Centre aims to provide clients and carers with a co-ordinated, flexible, and timely service. Valuing client directed care, our tailored services meet the needs of clients and their carers/families, to maximise their independence. We value the ability of our community members to be able to stay in community and to be provided quality home and care services in:

<ul style="list-style-type: none"> <li>• Domestic Assistance</li> <li>• Home and yard maintenance</li> <li>• Social Support (individual)</li> <li>• Social Support (group)</li> <li>• Transport</li> <li>• Meals</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Care</li> <li>• Nursing</li> <li>• Access to Allied Health Services</li> <li>• Support for hospital and other specialist visits</li> </ul>
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In addition, Nareeba Moopi Moopi Pa Aged Care (Moopi) is an Aged Care Hostel that provides permanent residential care as well as respite care. Moopi is passionate about empowering the elders in our care to thrive, and we understand that one way to help people maintain control of their life is by providing choices. Our elders have choices in all aspects of their lifestyle and living environment, from health professionals to social opportunities that best suits their needs and preferences.

## Purpose of Position

The purpose of the Manager, Home and Community Services is to lead the team in the provision of services to clients in the community including the coordination of the human, financial and material resources, ensuring the service operates within the allocated budget.

The position will undertake admissions and entry into Aged Care Services and to co-ordinate the assessment, planning, service delivery of care plans developed for individual clients based on their needs, goals and aspirations.

## **Duties and Responsibilities**

### **Staff Management and Coordination**

- Lead, manage and motivate staff to provide exceptional client services to eligible clients and ensure Service plans are adhered to.
- Manage efficiently and effectively personnel and systems to support data capture and reporting and use of IT systems (E-Tools) to manage resources (staff, services and clients)
- Promote and coordinate the provision of group work and activities that engage and reflect the interests, aspirations and lifestyle choices of clients maximising the use of venues and events across the island and on the mainland.
- Work closely with the Clinical Manager (NMMP) to coordinate nursing care for clients requiring Nursing Service and to ensure care plans for nursing clients are up to date and services are effective and timely.
- Coordinate data collection and ensure reports are submitted in a timely manner.
- Coordinate facilitation of service delivery within budget and assist with day to day financial management requirements.
- Develop and coordinate the rosters including carers, activities, cleaners, transport and kitchen staff.

### **Client Relationships and Engagement**

- Coordinate all new intakes of clients and ensure appropriate assessments (RAS, ACAT and ongoing reviews), development of Service plans and liaise with clients regarding all service contracts including fee structure and changes.
- Central point of contact for admission for aged care services including supporting clients through MyAgedCare and working with identified funding sources to maximise the appropriateness of funding and services to meet the needs of clients, whilst minimising personal cost
- Act as a 'client representative' to support the assessment, review and ongoing planning and provision of, home and community care and supports for clients and a central point to support clients (and their carers/families) in transitioning across the care spectrum.
- Ensure client plans are appropriate, culturally sensitive, and are needs-based and in line with budget
- Undertake duties in line with scope of practice and registration, under the direction and guidance of the Clinical Manager or designated Registered Nurse.

### **Operational Duties**

- Provide reports both internal and external that support the outcomes of the program
- Communicate effectively with both internal and external stakeholders.
- Promote current services and develop new business for both Moopi and community.
- Identify, coordinate and assist with staff development and mandatory training requirements.
- Coordinate administration activities including payroll, leave and WHS.
- Participate, and at times lead, continuous quality improvements
- Demonstrate knowledge of Work, Health & Safety, and Equal Employment Opportunity and comply with and actively promote organisational policies.
- Adherence to AHPRA registration requirements especially scope of practice in line with direction and guidance from the Clinical Manager or designated Registered Nurse.

***Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. The NSI Housing Co-op may require you to carry out duties which it considers are within your level of skill, competence and training.***

### **Key Requirements**

1. Relevant qualifications and/or relevant equivalent experience in an Aged Care, Community Services and/or Social Health services.
2. Experience in aged care sector that demonstrates your ability to navigate MyAgedCare processes with clients with an understanding of Services and funding guidelines
3. Demonstrated understanding of the community in which you work, and experience in supporting the needs of eligible community members to access services
4. An understanding of budgets, financial management, and reporting to ensure that funds are allocated accordingly
5. Communications skills that demonstrate your ability to convey messages to clients, the community and to colleagues
6. Demonstrated organisational skills and planning and project management skills;
7. Demonstrated leadership qualities and ability to lead, manage and motivate staff;
8. Well-developed interpersonal, written and verbal communication skills including the ability to liaise with key stakeholders and deal with sensitive or emotional issues and situations.
9. Exceptional client service skills that demonstrate your commitment to quality customer service, and the capacity to exercise initiative, discretion and maintain confidentiality.
10. Demonstrated computer skills and knowledge to manage online portals, and use of computer software programs including the Microsoft Office suite (Word, Excel, Email, Powerpoint).

**Additional requirements**

- Maintain a current driver's licence.
- Current First Aid and CPR Certificate.  
Covid vaccinations as the position will be required to work with aged care and vulnerable people in the community.
- Three (3) yearly police check and licences reviewed annually and kept up to date.