



Aged & Community Services
Western • Australia • Incorporated

**Aged and Community Services
Western Australia
Incorporated**

**RESIDENTIAL AGED CARE
MANAGER**



RESIDENTIAL AGED CARE MANAGER

Aged and Community Services WA (ACSWA) is the state's leading peak body representing the aged and community sector. Become part of this rapidly growing and dynamic organisation based in Osborne Park.

If you have a background in residential aged care, have excellent communication skills, sound conceptual and analytic skills and a customer service focus we would like to meet you.

The Residential Aged Care Manager has primary responsibility for:

1. Managing the residential aged care portfolio
2. Preparing special reports for the Chief Executive Officer and Board as required
3. Providing executive support to the Residential Care Advisory Committee and regional groups as required
4. Managing member inquiries related to residential aged care

This is a part-time role (22.8 hours over 3 days per week) which offers flexible employment and attracts a competitive salary with salary packaging benefits available.

If this role sounds like it's just for you, please check out our website: www.acswa.org.au to obtain a copy of the application package or 9244 8233

Applications close 5pm, Tuesday 9 March 2010 and should be addressed to:

**Chief Executive Officer
Aged & Community Services WA Inc
PO Box 1276, Innaloo, WA 6918**

Or by email to: admin@acswa.org.au



RESIDENTIAL AGED CARE MANAGER

JOB DESCRIPTION & SELECTION CRITERIA

POSITION: RESIDENTIAL AGED CARE MANAGER

EFFECTIVE: 8 February 2010

Primary Responsibilities:

The Residential Aged Care Manager has primary responsibility for:

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1 RESIDENTIAL AGED CARE PORTFOLIO

- 1.1 Maintain awareness of current issues
- 1.2 Prepare information updates on key issues of relevance to members
- 1.3 Plan and coordinate member meetings or working groups as needed
- 1.4 Identify strategic issues and options for attention through consultation and feedback from ACSWA members
- 1.5 Liaise with ACSWA Business Development Manager and Training & Events Manager to identify and develop ACSWA Education Program and sponsorship opportunities
- 1.6 Participate in the development and delivery of identified training programs as appropriate
- 1.7 Represent ACSWA on consultative forums, working parties and advisory groups as necessary
- 1.8 Represent members and act as an advocate as needed on a range of operational and policy issues
- 1.9 Develop and maintain links with key organisations and regulatory bodies
- 1.10 Assist in the preparation of the Annual Report
- 1.11 Contribute to the ACSWA Update and Magazine



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- 1.12 Attend and contribute to meetings and teleconferences related to the National Residential Care Advisory group
- 1.13 Oversee arrangements for venues and catering of residential care events
- 1.14 Manage equipment function for residential care events

2 SPECIAL REPORTS

- 2.1 Assist the CEO in the identification and development of residential care issues
- 2.2 Undertake special projects or research as required for Advisory Committee, Board or CEO
- 2.3 Provide briefing notes and updates as requested by the CEO or Committee Chair
- 2.4 Provide summary reports for the Board

3a EXECUTIVE SUPPORT TO RESIDENTIAL CARE ADVISORY COMMITTEE

- 3.1 Prepare and distribute minutes and agendas of Residential Care Advisory Committee meetings in consultation with the Chair
- 3.2 Conduct background research and develop papers as required
- 3.3 Maintain all documentation related to the Committee in a confidential manner
- 3.4 Assist the Chair of the Committee with a Committee appraisal process
- 3.5 Co-ordinate and manage all Residential Care Advisory Committee meetings and working parties
- 3.6 Coordinate and manage all Residential Care forums
- 3.7 Provide any other support required by the Committee

3b SUPPORT FOR SMALL PROVIDERS AND REGIONAL GROUPS

- 3.8 Arrange meetings, and coordinate venues and notification of members
- 3.9 Prepare and distribute minutes and agendas



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- 3.10 Maintain all documentation related to meetings
- 3.11 Coordinate and manage all Small Providers and other rural and remote meetings as requested
- 3.12 Facilitate networking with other relevant parties within regions
- 3.13 Participate in regional teleconferences as needed

4 MEMBER SUPPORT

- 4.1 Respond to member queries and requests for information or support in a timely manner
- 4.2 Conduct research and prepare information updates
- 4.3 Facilitate links between members to assist in resource and information sharing
- 4.4 Advocate for members on request with the Department of Health & Ageing and Aged Care Standards & Accreditation Agency
- 4.5 Represent members and act as an advocate as needed on a range of operational and policy issues

5 GENERAL DUTIES

- 5.1 Maintain awareness of industry and member issues to assist with enquiries and smooth operation of the Association
- 5.2 Provide information about ACSWA strategic plan and website
- 5.3 Provide backup assistance to other staff during any absences
- 5.4 Contribute to OH&S
- 5.5 Undertake any other duties as directed by the Chief Executive Officer



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SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

- Previous experience in Residential Aged Care as Manager and/or clinician in relevant practice environment
- Ability to work independently, as well as in a small team environment
- Highly developed customer service skills and attitude
- Sound oral and written communication skills
- Demonstrated organisational skills to manage a number of competing work priorities and meet deadlines
- Competent user of Microsoft Office suite and equipment for events and functions
- Well developed conceptual and analytical skills, and the ability to conduct research and to formulate recommendations in relation to policy
- Current satisfactory police clearance certificate
- Ability to be flexible with hours of work
- Maintain a current driver's license
- Possession of a registered motor vehicle with full comprehensive insurance

DESIRABLE REQUIREMENTS

- A degree level qualification is not essential but would be regarded as highly desirable
- Previous experience in a Membership based organization
- Previous experience in the not-for-profit sector

Authorised:

Stephen Kobelke
Chief Executive Officer