



# Position Description

## Community Care Administration Officer

Applications Close:  
8:00am on Tuesday 1 July

<b>Position Title</b> Community Care Administration Officer
<b>Position Number</b> CE10342
<b>Department</b> Community Services
<b>Classification/Pay Scale</b> Level 3 dependent on experience, <i>Queensland Local Government Industry (Stream A) Award 2017</i> and Winton Shire Council Certified Agreement 2023 as varied. (\$78,344.24-\$82,631.64 per annum).
<b>Terms of Employment</b> Permanent Full Time

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

### Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Community Care Manager

### Supervision of:

N/A

### Internal Liaisons

All Council Departments, especially Community Care and Finance.

### External liaisons

Winton Shire Community at large, committees relating to Children and Youth, Aged, Disability and Community Service stakeholders and other Business, Government and Semi-Government Organisations as required

## Position objectives

- To assist the Community Care Services team in all aspects of service delivery.
- To ensure accurate and efficient financial administration of the Community Care Service.
- To provide efficient and reliable administration support to other officers including, but not limited to reception duties, customer service, and other administration duties as required.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students,

volunteers and visitors. Workers and any “Other Person” who enters Council workplace must apply the WHS Duty of reasonable care.

**Reasonable care**

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

**Qualifications/Licences/Tickets required****MANDATORY**

- Current ‘C’ Class drivers licence.
- Current Police Check.
- First Aid Certificate with CPR or the ability to obtain

**DESIRABLE**

- Certificate III in Disability Services.

## Additional requirements and working conditions

- Internal training for specific areas relating to the position is required.
- Attendance at relevant Seminars/Workshops relation to the position is required.
- Ongoing training in aged care, communities and disability services is required.
- Coordinate In-Service training of employees and volunteers.
- The nature of the work requires some out-of-hours duties and time in lieu (no overtime) is the normal arrangement.
- The council Employee Code of Conduct and Aged Care Code of Conduct and the NDIS code of conduct applies to this position.

## Statement of key responsibilities and duties

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans.

The key responsibilities of the position are:

- General office duties.
- Customer service.
- Processing end of month financials including, invoices, statements, quotes, payment, and reconciliation tasks.
- Provide administrative support for senior staff.
- Prepare Agenda's and record meeting notes when needed.

Additional responsibilities specific to the role:

- Operate a computer software system and be conversant with and utilise the functions of the system and be proficient in their use.
- Provide secretarial support requiring the exercise of sound judgement, initiative, confidentiality, and sensitivity in the performance of work.
- Perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for monies and assistance to clients.
- Liaise with other sections of the Council to program, obtain and utilise plant, materials and equipment as required.
- Liaise with the Supervisor to ensure availability of required equipment and materials.
- Comply with the Workplace Health and Safety Act, Regulations, Codes of Practice, Australian Standards and Council's Safe plan 2.
- Implement project quality control methods to ensure completion of works to relevant standards.
- Be aware of any training necessary as a requirement of the position and attend staff meetings and training courses as required.
- Undertake continuous improvement of all aspects of personal work performance.
- Contribute to the continuous improvement of Council's policies and processes.
- Carry out duties impartially and with integrity, and with the overall aim of enhancing the reputation of Council.

- Gain access to and learn how to use relevant portal including My Aged Care Provider Portal, Proda- Human Service Portal NDIS Portal.
- Update and maintain registers including, staff credential register, equipment register, vehicle register, and training register.
- Deliver agreed outcomes, on time and in accordance with best practice principles.
- Ensure effective communication of corporate decisions, policies, and directions to staff.
- Maintain and stock PPE as needed.
- Produce and distribute accounts for CCS clients.
- To process CCS team's staff time sheets including transfer of staff hours of work against each client for billing purposes.
- Process consumer fees including collection and recording of fees, including bus fees, coming into the organisation, and recording receipts.
- Meet the outcomes within the current Winton Shire Council Operational Plan.
- Prepare documentation for end of year financial reporting requirements.
- Other duties within the capabilities and level of the incumbent and the role.

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### Selection Criteria 1

Basic knowledge or experience undertaking routine activities of administration. This includes the adoption and management of appropriate filing systems, booking and scheduling skills and general office management;

### Selection Criteria 2

Ability to work effectively within a team environment. This includes the possession of excellent interpersonal, written and oral communication skills with the ability to interact effectively and tactfully with people from diverse backgrounds.

### Selection Criteria 3

Demonstrated ability to maintain a high level of diplomacy and confidentiality including sound initiative and judgement when assisting with and managing sensitive situations and issues.

### Selection Criteria 4

Demonstrated ability to undertake straight forward operation of mainstream office equipment and office technology, including data input, scheduling and basic word-processing.



## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- The selected applicant will be required to undertake a pre-medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position with Council covering the cost.
- This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person's induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

---

## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Community Care Administration Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**

## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.