



Position Description

60s and Better Coordinator

Applications Close:
8:00am on Monday 30 June

Position Title 60s and Better Coordinator
Position Number COM10332
Department Community Services
Location 60's & Better Facility, Diamantina Garden's, Oondooroo street, Winton Qld 4735
Classification Level 3, Year 1 Queensland Local Government Industry (Stream A) Award 2017 and Winton Shire Council Enterprise Bargain Agreement 2023 as varied (\$78,344.24 per annum).
Terms of Employment Permanent Part Time Monday to Friday approximately 20 – 24 hours / week

Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

Staff Induction Booklet

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 Welfare Manager

Supervision of:

60's and Better Program and Participants

Internal Liaisons

All Council Departments

External liaisons

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

Position objectives

This position develops and implements strategies and activities to enhance the integration of aged persons into community life and supports the aged care community and their families to address some of the disadvantages experienced in rural communities.

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 Senior First Aid Certificate with CPR.
- Clear Australian Federal Police Check.
- Positive Working with Children Blue Card.

- Hold and maintain a “C” Class drivers’ licence with the ability to drive in rural and remote locations.

DESIRABLE

- Qualifications of Certificate IV in Aged Care.
- Certificate IV in Workplace Training and Assessment.

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.
- Travel and overnight stays away from home are necessary to the position.
- Out-of-hours weekend work in emergency situations.
- The nature of the work requires some out-of-hours duties.

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:

- Plan and coordinate the operations and programs for the 60’s and Better area with the relevant managers/coordinators in line with the operational plan and in accordance with funding agreements where applicable, quality, risk, and budget requirements.
- Provide reports and recommendations to the position supervisor on matters concerning the aged community.
- Assist in the development of, and provide ongoing support of, aged community networks and decision-making structure.
- Develop and implement project plans and schedules for the aged community.
- Actively promote the aged community contribution to the community as a whole.
- Support aged community in identifying needs in their community and resourcing relevant responses.
- Build links with other services including Community Care organisations and State Departments.
- Monitor expenditure and budget planning to operate within the budget.
- Publicise and promote activities on offer to the Shire’s aged community.
- Prepare reports to Council and other relevant agencies including undertaking client surveys.
- Prepare funding submissions and develop operational business plans.

- Any other relevant duties as directed by the position supervisor within the capabilities of the officer.
- Proven ability to work within a team-based environment.
- Operate within the approved budget and Council policy and departmental guidelines.
- Ability to work unsupervised and to follow detailed instructions.
- Identify the needs of the 60 and Better group and support them with appropriate activities and resources to build their skills, ensuring the sustainable delivery of the program.
- Deliver a range of projects focusing on increasing older people's awareness of healthy lifestyle options, reducing social isolation and improving links with agencies and their community.
- Attend the Neighbourhood Centre weekly to carry out administrative duties and participate in monthly Community Service Meetings.

Key selection criteria

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

SC1. Demonstrated experience in planning, coordinating, and delivering community programs in alignment with operational plans, funding requirements, and budget constraints.

SC2. Strong communication and reporting skills, including the ability to prepare reports, funding submissions, and contribute to strategic planning and evaluation processes.

SC3. Proven ability to engage and support aged community members, including identifying their needs and facilitating appropriate responses through activities, services, and partnerships.

SC4. Sound Knowledge of Aged Care Industry including Aged care legislation.

Other relevant information

- The selected applicant will be required to supply a Criminal History Check with reimbursement costs to be provided by Council.
- 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 will 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 [s 138A] 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 60s and Better Coordinator 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

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.