



Employment Application Pack

Position Title:	Principal Care Coordinator
Vacancy Reference Number:	VRN24/25-094
Department:	Corporate and Community Services
Location:	Biloela
Employment Status:	Full time, Permanent
Remuneration:	Level 7 LGIA Stream A Award \$105,816.58 – \$111,433.84
Recruitment Commences:	14 April 2025
Recruitment Closes:	28 April 2025

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Principal Care Coordinator					VRN24/25-094		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School							
Name of institution: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?
Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Principal Care Coordinator POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Principal Care Coordinator		
Classification:	Level 7	Position Status:	Permanent, Full Time
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Enterprise Agreement 2024		
Department:	Corporate and Community Services	Location:	Community Resource Centre & Taroom
Reports to:	Manager Community Services	Number of reports:	Up to 12

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

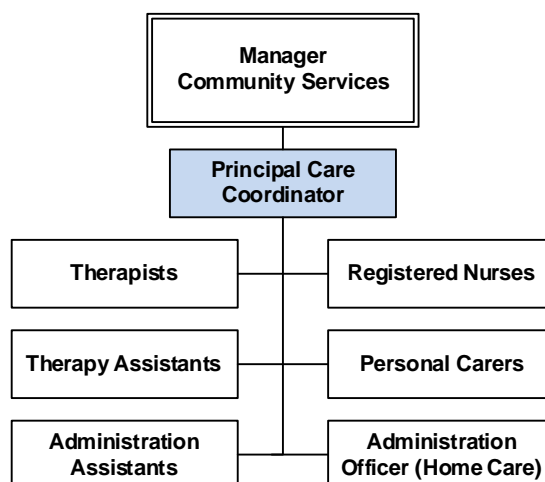
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To efficiently and effectively coordinate Council’s aged care and disability services in alignment with funding guidelines, legislative requirements and Council policies.

ORGANISATIONAL REPORTING ARRANGEMENTS



Principal Care Coordinator **POSITION DESCRIPTION**

DUTIES AND RESPONSIBILITIES

- Develop and implement an aged care and disability services strategic plan with a focus on business development and growth
- Coordinate the delivery and reporting for all relevant aged care and disability services. These include, but are not limited to:
 - Specialist Disability Supports in Schools
 - National Disability Insurance Scheme
 - Commonwealth Home Support Programme
 - Home Care Packages (soon to be Support in Home)
 - Community Transport
- Ensure compliance with legislative obligations for providing disability, child related and aged care services
- Develop and maintain service related policies, procedures and processes
- Lead the implementation and ongoing administration of a clinical case management system for all care services
- Develop a staffing and contractor model that maximises reach and quality of care services for all communities
- Build and maintain effective relationships with key external stakeholders including schools, service providers, consumers of aged care services, NDIS participants and other relevant community organisations and groups
- Supervise, lead and maximise the performance of the Community Resource Centre team
- Oversee the development and management of the resource and specialised equipment library
- Effectively promote and market services to relevant stakeholders and the community
- Prepare funding applications and acquittals for all programs
- Participate in relevant service advisory and consultative committees
- Prepare Care Services' budgets and effectively monitor revenue and operational expenditure
- Provide relevant and timely reports on expenditure and variations to Council management and funding bodies
- Maintain relevant registrations and ensure compliance with standards for the delivery of aged care and disability services
- Assist in the development, implementation and review of Council's Operational Plan
- Contribute to the promotion of the image of Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position e.g. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Relevant tertiary qualifications in community services, allied health, nursing, education or a related field and/or extensive equivalent experience
- Current Working with Children Blue Card / Exemption
- Current NDIS Worker Screening Clearance
- Current C class driver's licence
- Willingness to undergo a Federal Police Check

Desirable

- Current professional registration associated with tertiary qualifications

Principal Care Coordinator POSITION DESCRIPTION

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Extensive knowledge of and/or experience in leading services in the aged care, disability, education or related sectors
- Demonstrated knowledge and understanding of legislation, standards and contemporary practice in aged care and disability
- Ability to accurately analyse, prepare and present data for reporting purposes
- Demonstrated experience in designing and applying a strategic approach to work
- Experience in building high performing teams and facilitating a culture of collaboration, continuous improvement and excellence in service provision
- Experience and success in developing business growth strategies in a community setting
- Experience in managing service budgets, reporting and financial acquittals
- Excellent oral and written communication abilities, including establishing networks, engaging with the community and maintaining positive public relations
- Excellent understanding of and commitment to Equal Opportunity Employment (EEO) and Workplace Health and Safety (WHS) principles and practices
- Experience leading geographically dispersed teams

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental and Sustainability policy and procedure
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' driver's licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that this role requires them to hold a current Working with Children Blue Card and that the loss of positive notice will jeopardise employment with Council
- The employee acknowledges that this role requires them to hold a current NDIS Worker Screening Clearance and that the loss of this clearance will jeopardise employment with Council
- The employee agrees to be available for work on weekends and public holidays as required

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: