



## POSITION DESCRIPTION

### QUALITY AND SAFEGUARDING COORDINATOR

<b>Level and Salary Range</b>	\$86,492-\$99,899
<b>Job Type</b>	2 years – Full Time - Fixed term contract
<b>Reports to</b>	Executive Director Quality and Clinical Governance
<b>Purpose of the Position</b>	This position provides support to ensure Carpentaria’s participant safeguarding requirements are maintained and align to the NDIS Quality and Safeguards Commission practice standards. Including supporting the implementation of clinical governance and compliance activities so that quality, safety and risk management of participants experience is embedded across the organisation.
<b>Tasks and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Implement Quality Management activities that support service operations (including continuous quality improvement) including the internal and external audit process</li> <li>• Maintain the Incident Management System including the incident and restrictive practice registers</li> <li>• Coordinate the Information Management System, including requirements under the Privacy Act</li> <li>• Contribute to the effectiveness of the Feedback and Complaints Management system</li> <li>• Implement and maintain a document control system</li> <li>• Liaise with key stakeholders</li> <li>• Be responsible for the collection and maintenance of key data sets required for reporting and compliance activities</li> <li>• Maintain the continuous quality improvement register</li> <li>• Secretariat role for Carpentaria’s Clinical Governance Committee and key internal working groups related to quality and safeguarding activities</li> </ul>
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications and experience leading and implementing activities in a quality assurance/compliance role</li> <li>• Demonstrated high level oral and written communication skills with the ability to develop and maintain positive relationships with a range of diverse stakeholders.</li> <li>• High level organisational skills with the ability to work autonomously or within a team and manage workloads to meet deadlines and achieve results.</li> <li>• Commitment to continuous improvement and participant safeguarding</li> <li>• Experience interpreting and applying legislation, regulations and guidelines.</li> <li>• Sound judgement and reasoning, with excellent analytical and problem-solving skills.</li> <li>• High levels of computer literacy and experience using Microsoft Office products as well as other databases.</li> <li>• Current Ochre Card, Criminal History Check, NDIS Worker Screening and NT Drivers Licence.</li> </ul>
<b>Preferred Criteria</b>	<ul style="list-style-type: none"> <li>• Qualifications in Quality or Governance, experience in document control administration or similar</li> <li>• Extensive experience in the Disability sector with knowledge and understanding of the National Disability Insurance Scheme (NDIS) and the NDIS Quality and Safeguards Commission.</li> </ul>
<b>Values and Behaviours Required</b>	<ul style="list-style-type: none"> <li>• Embody Carpentaria’s Values and Principles of Good Practice through a human rights-based approach.</li> </ul>

Authorised by CEO:

*Annie Rily*  
*[Signature]*

Date:

*17/11/2021*