



POSITION DESCRIPTION

SENIOR MANAGER INDEPENDENT LIVING SERVICES

Level & Salary Range	Executive Contract (Equivalent Salary \$167,000 + benefits)
Employment Type	2 years – Full time, fixed appointment
Reports to	Annie Rily, Chief Executive Officer
Purpose of the Position	
<p>As a member of the Executive team, this position provides strategic leadership, excellence in service management and delivery across the organisations independent living services. The role is pivotal in ensuring an integrated and collaborative approach to services delivery across Supported Independent Living, Short Term/Medium Term Accommodation, emergency and respite options and independent living skill development (day program) activities.</p>	
Tasks and Responsibilities	
<ul style="list-style-type: none"> • Grow and adapt models of support to ensure contemporary, person centred and innovative services. • Responsibility for the leadership and management of a cohesive independent living service across program areas. • Engages across the organisation to ensure appropriate service development and management. • Provides strategic advice, and management of accommodation services to maximise efficient and effective use of facilities. • Responsible for the oversight of budgets and use/allocation of funding supports for participants engaged in in multiple programs and services within the organisation. • Represents the organisation as a senior key initial contact for external stakeholders including the NDIS, NDIA, Office of the Public Guardian, Coordinators of Supports (and others) in relation to participants accessing services. • Responsible for risk management and reporting to the CEO on areas of concern and mitigations within independent living services. • Oversee all compliance and quality activities within the program area to ensure a high level of service is provided and registration as a Disability Service Provider is maintained. 	
Essential Criteria	
<ul style="list-style-type: none"> • Tertiary level qualifications (Disability/Nursing/Allied Health) or other relevant discipline. • Excellent interpersonal communication skills, verbal and written, including well developed negotiation, conflict management and resolution. • Significant experience leading and managing a large and geographically dispersed disability support workforce. • Demonstrated business acumen including financial management, budgeting and governance experience. • Comprehensive knowledge of the disability sector, the NDIS the NDIA and the NIDS Quality and Safeguarding Commission requirements for registered service providers. • Experience in, or across the range of independent living services. • Demonstrated experience managing critical incidents and associated risk management practice and work health and safety requirements according to legislation. • High level of judgement and reasoning, with excellent analytical and problem-solving skills. • Computer literacy and experience using Microsoft Office products as well as other databases. • Current Ochre Card, Criminal History Check, NDIS Worker Screening and NT Drivers Licence. 	

Preferred Criteria

- Previous experience with CTARS is highly desirable.
- Post Graduate Qualifications.

Values and Behaviours Required

Embody Carpentaria's Values and Principles of Good Practice through a human rights based approach.

Authorised by CEO:

Date:



13/07/2021
