

# Position Description

POSITION DETAILS			
<b>Position Title</b>	Care Vision Project Lead		
<b>Reports to</b>	Regional Manager- Community Programmes		
<b>Business Function</b>	Home Care	<b>Contract Term</b>	ARRCS 2023 Enterprise Agreement
<b>Direct Reports</b>	0	<b>Classification</b>	SCHADS Level 5
<b>Indirect Reports</b>	0	<b>Location</b>	Northern Territory

REPORTING RELATIONSHIPS	
<b>Internal Key Relationships</b>	ARRCS Executive, ARRCS IT, ARRCS Home Care
<b>External Key Relationships</b>	Care Vision Team

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness, and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just, and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
The role of Care Vision Project lead will manage the implementation of a new Client Management System, Care Vision within the ARRCS Home Care team. The Project Lead will work closely with the Care Vision Project Manager to help ensure the successful delivery and implementation of the system as well as engage the appropriate team members for input and decisions to be made during the project, understanding the impact of those decisions and with respect to scope, timelines and budget impacts.

# Position Description

## KEY RESPONSIBILITIES

### Service Delivery

- Leads the successful implementation of Care Vision into ARRCs Home Care, including configuration, data migration, parallel run for billing and payroll, training and 'Go Live' phases.
- Overseeing that configuration items are being set up in line with the planned scope and business requirements. Items include form formats, notification configurations, service template set up, policy and procedures and content uploads.
- Assist with various mapping activities or linking general configurations.
- Overseeing data extraction from source systems in the required formats to be brought into the Care Vision System.
- Check and validate required data loaded into the Care Vision system for its completeness and accuracy and setting final approval of data for 'go live' dates.
- Deliver and track all required training for all staff uses whilst ensuring all team members have appropriate equipment where required.

### Reporting, Administration and Documentation

- Carries out own administrative tasks, including entering accurate case notes in a timely manner and maintaining files and statistics.
- Generates and share comprehensive and detailed reports about team performance, company related objectives and other reports requested by Management team.

### Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety, and risk management system. Act in accordance with all relevant external legislation and internal ARRCs policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCs and assume responsibility for the delivery of the system through.
- Active participation in quality improvement activities.
- Actively participate in staff meetings
- Demonstrated knowledge of the Fire Safety and Evacuation Procedure
- Working knowledge of the ARRCs Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
- Be aware and comply with all Standards and Guidelines for Aged Care Services.
- Exercise due care and economy in the use of ARRCs equipment and supplies.

### Personal Accountability

- Compliance with ARRCs's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCs employees and external stakeholders in accordance with ARRCs's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.

# Position Description

- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

## SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

### Qualifications – Preferred

- Tertiary qualification in IT management or Project Management or similar discipline (Certificate or above).

### Skills and Experience

- Previous experience in the use of or implementation of Client Management Systems with preference to systems such as Care Vision.
- Demonstrated experience in project management and knowledge of project management principles.
- Experience in building and maintaining relationships with a range of stakeholders to support collaboration of activities to achieve positive shared outcomes.
- Strong time management skills with a demonstrated ability to use initiative and be self-motivated, with the ability to meet deadlines and work with minimal supervision.
- Experience in project evaluation with a demonstrated ability to assess a project based on objectives and report on its short, medium- and long-term outcomes.
- Demonstrated ability to respond and adapt to competing priorities whilst working unsupervised.
- A pro-active attitude and ability to support, guide and mentor others in the workforce.
- Ability to empathise with Aged People, their families, and Personal Carers.

### Mandatory Requirements

- NDIS Worker Screening or current Working with Children Card
- Current Influenza Vaccination
- National Police Check – Dated within 3 months.

### Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by your manager or the ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.