



WE ARE HIRING!

Aged Care & NDIS Manager

➤ About Us:

The Circular Head Aboriginal Corporation's Mission statement is to Embrace our Culture to Inspire and Empower Aboriginal People. We acknowledge and respect the voices of our past and enable Aboriginal people to live fulfilling lives through Identity and the delivery of creative, innovative programs and services that inspire self-determination and confidence.

CHAC holds 5 core values of Culture, Care, Community, Capacity and Capability and will always deliver these with absolute respect, care, and integrity.

➤ About the Role:

The **Full Time** position of Aged Care & NDIS Manager leads and oversees the aged care and disability support services to approved clients who choose Circular Head Aboriginal Corporation as their aged care or disability support service provider.

- Leading and managing CHAC's Aged Care and NDIS Support service to ensure quality and professional services are provided that meet the needs of CHAC's Board, Executive, clients, funding bodies and other service providers, in accordance with contractual requirements;
- Managing the day-to-day operations of the Aged and NDIS Programs to ensure quality care is provided that meet the needs of clients;
- Managing the financial costings, budget plans and negotiation of external contracts for CHAC's Aged Care and NDIS Support service and monitor budget versus actual for these services/programs;
- Recruiting to vacant positions within the program when and if they occur;
- Additional responsibilities outlined in Position Description.

➤ Perks:

- Work for a dynamic, family friendly, Not for Profit Organisation. AccessPay salary packaging benefits
- Training and education opportunities
- Grow your career in the ever-expanding Community sector

Applications are strongly encouraged from Aboriginal and Torres Strait Islander people



Your Skills & Experience

- **Understanding of Aboriginal society and culture and issues affecting Aboriginal people.**
- **A qualification in aged care, NDIS, or health and significant experience working in the area.**
- **Demonstrated experience leading small teams.**
- **High level verbal and written communication skills.**
- **Proficiency in the application of computer packages**
- **Practical experience in Work Health and Safety and Risk Management.** [+more](#)

➤ To Apply

If these sounds like the right fit for you provide the following by **5pm, 17th January, 2025**

- **A cover letter detailing why you would be great for the role.**
- **A resume outlining your education and employment background.**

✉ employment@chac.com.au

**successful candidates will be required to complete pre-employment, medical, Working with Vulnerable People and National Police checks.*

**will undertake regular cultural awareness programs*

🌐 chac.com.au

🌐 tarkiner.com.au [tarkiner](http://tarkiner.com.au)

