



LARRAKIA  
NATION

Culture Empowering Community

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ABN 56 531 057 147 ICN: 3170

Darwin's Traditional Owners

### POSITION DESCRIPTION

<b>Position:</b>	Aged Care Cook
<b>Program:</b>	Aged Care and Disability program
<b>Salary sacrifice available:</b>	Yes – through external provider (currently \$15,900 pa attracts no PAYG) If Part time or Fulltime
<b>Superannuation:</b>	9.25% employer contribution (in addition to actual base salary)
<b>Standard working days:</b>	Monday to Friday
<b>Additional hours:</b>	Where necessary – Overtime or Time Off In Lieu
<b>Shiftworker:</b>	Yes
<b>Responsible to:</b>	Manager , Aged Care and Disability Program
<b>Work Location:</b>	Bagot Community, Bagot Road, Ludmilla
<b>Work related travel:</b>	Yes, as required

### THE ORGANISATION:

The Larrakia Nation Aboriginal Corporation ("LNAC") is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer ("CEO") is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The LNAC is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

### PROGRAM DETAILS:

Approved .....

Bob Savage, Chief Executive Officer Date

5/2/16

The Aged Care and Disability program assists Aboriginal frail aged and Aboriginal younger people with disabilities and their carers living in the Greater Darwin and Palmerston regions through providing culturally appropriate Home and Community Care (“HACC”) and Community Aged Care Packages (“CACP”) to maintain and increase their independence and assist them to live as valued and participating members of the community.

Specifically, the program provides the following services:

**Meals at home** (provision of meals that are prepared and delivered to clients who are unable to prepare their own meals or maintain an adequate nutritional intake);

**Centre-Based Activities** (provide structured group activities designed to develop, maintain or support the capacity for independent living and social interaction which are conducted in a centre-based setting. It also includes outing and day trips conducted by the centre and providing some meals at the centre);

**Transport** (co-ordinate and/or provide individual transport services for the HACC target group);

**Social Support** (provide assistance by a companion, either paid or volunteer, in the home or outside the home to access community facilities. This service aims to maintain a client’s community connection and fulfil the need for social interaction);

**Personal Care** (provide assistance with daily self-care, such as eating, bathing, toileting, dressing , grooming, getting in and out of bed and moving around the house);

**Domestic Assistance** (provide assistance with domestic chores, including assistance with cleaning, dishwashing, clothes washing and ironing, shopping and bill paying. May also include help with meal preparation where this is not the primary focus of the service);

**Home maintenance** (provide assistance to repairs and maintenance of a house, garden or yard to keep it in a safe condition).

**PRIMARY OBJECTIVE:**

Manage all aspects of food delivery to the clients of the Aged Care and Disability program.

**KEY RESPONSIBILITIES:**

1. Prepare and cook the “Meals on Wheels” meals, and Social Day meals when required;
2. Order food and cleaning products required for the activities of the Aged Care program;
3. Administer the Centrelink clients of HACC and CACP program (including payments, sign in, Centrepay forms);
4. Ensures the program operates within the WHS principles and practices (kitchen, storeroom).
5. Manages the storage of food.
6. Assists with the delivery of meals when required.

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Approved ..... 

Bob Savage, Chief Executive Officer

Date

5/2/16

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**SELECTION CRITERIA:**

**Essential:**

The successful applicant will be able to demonstrate:

1. Demonstrated experience in cooking and catering for a minimum of 40 clients per day.
2. Understanding of diet requirements of the clients of an Aged Care program.
3. Ability to work under limited supervision.
4. Demonstrated administrative skills.
5. Time management and organisational skills.
6. Knowledge of WHS principles and practices within the workplace and a catering environment.
7. Current NT Driver's Licence (C Class minimum), and safe driving skills.

**Desirable:**

8. Certificate Commercial Cooking.

**APPLICATION PROCESS**

Applicants to provide a current curriculum vitae and letter explaining how they meet the selection criteria to the Senior Human Resource Officer on [hr.officer2@larrakia.com](mailto:hr.officer2@larrakia.com) or by post to PO Box 1098, Nightcliff NT 0814

**Note:**

Applicant's are required to provide at least two (2) current verifiable referees and will be required to undertake a Police background check.

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**Employee endorsement:**

(Initial each page and sign below only if offered employment)

I, \_\_\_\_\_ [print your name] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, having regard to my skills, training and experience.

Dated:                                    /           /

Signed: \_\_\_\_\_

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Approved  .....

Bob Savage, Chief Executive Officer   Date 5/2/16