

DOWERIN HOME CARE MANAGER

Application Package

Contact

Manisha Barthakur

ceo@dowerin.wa.gov.au

(08) 9631 1202



DOWERIN HOME CARE MANAGER

ABOUT THE ROLE

As Home Care Manager you will provide strategic and operational leadership for the Shire's Support at Home and Commonwealth Home Support Programme (CHSP). You will oversee consumer assessments, care planning, workforce leadership, financial management, quality and compliance, continuous improvement, community engagement and audit readiness.

ABOUT THE SUCCESSFUL CANDIDATE

- Experience leading community aged care services.
- Knowledge of Support at Home, CHSP, the Aged Care Act 2024 and the Strengthened Aged Care Quality Standards.
- Strong leadership, communication and stakeholder engagement skills.
- Experience in assessments, care planning and case management.
- Commitment to person-centered care and continuous improvement.

Desirable: Relevant qualifications in Nursing, Allied Health, Community Services, Business or Management

WHAT WE OFFER

Employment is offered under a contract period of one to three years with a remuneration package negotiated between \$103,052 to 131,052 per annum, dependent on skills and experience. A subsidised housing may be available to eligible non-local applicants, subject to negotiation and availability.

SALARY PACKAGE	Min	Max
Base Salary	\$90,000	\$115,000
Superannuation at 12%	\$10,800	\$13,800
Professional Development (education, training, conferences etc)	\$1,500	\$1,500
Uniform Allowance (excluding PPE)	\$500	\$500
Gym Membership	\$252	\$252
TOTAL	\$103,052	\$131,052

Why Join?

- Lead a respected and established community aged care service with the opportunity to shape its future.
- Work alongside an experienced Home Care Coordinator, Home Care Administration Officer and dedicated Support Workers.
- Be supported by a collaborative and committed Executive Leadership Team that values innovation, teamwork and continuous improvement.
- Enjoy genuine leadership autonomy with strong executive support to implement improvements and drive positive change.
- Lead implementation of the Aged Care Act 2024, Support at Home Program and the Strengthened Aged Care Quality Standards.
- Build meaningful relationships with consumers, families and the local community.

ADDITIONAL DETAILS

Candidates must provide a current National Police Clearance and may also be required to complete a pre-employment health assessment.

This role grants significant autonomy, allowing the Home Care Manager to set priorities and make independent decisions within the Shire's Aged care policies and relevant legislation. In this capacity, you will authorise expenditure, coordinate audits, and manage risk processes.

You will be accountable for the Home Care's overall performance, ensuring full compliance with financial and statutory obligations, leading the Home Care team, and advancing the Shire's community-focused initiatives.

TO APPLY

Please provide a comprehensive resume that details your professional history, achievements, and relevant competencies for the Home Care Manager role. Accompany this with a maximum of two-page cover letter that summarises your experience and conveys your enthusiasm for the position.

APPLICATION DEADLINE

Applications close on **21 August 2026, at 5pm**. Please submit your application by this date to be considered for this opportunity.

Applications must be submitted via email, marked 'Private & Confidential – Home Care Manager' to ceo@dowerin.wa.gov.au.

CONTACT FOR INQUIRIES

For further information or to discuss the role, please contact Manisha Barthakur, Chief Executive Officer at (08) 9631 1202 or ceo@dowerin.wa.gov.au. We look forward to hearing from individuals who are ready to make a meaningful contribution to the Shire of Dowerin and support our commitment to quality community service and financial stewardship.

Manisha Barthakur

CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

DOWERIN

Dowerin is a welcoming rural town in the Wheatbelt region of Western Australia, home to around 740 residents. The community thrives on its agricultural heritage, with wheat and barley farming at the heart of the local economy. This agricultural focus not only sustains many local families but also fosters a strong sense of pride among residents.

One of Dowerin's standout events is the Dowerin Machinery Field Days, which showcases the latest innovations in agriculture and draws visitors from across the country. This annual event serves as a vital opportunity for local businesses to connect and grow, highlighting the importance of agriculture to the community.

Life in Dowerin is enriched by various essential services and facilities. The town offers care services for seniors through the Shire-run Dowerin Home Care and educational support for young families via Regional Early Education and Development (REED). Residents and visitors can enjoy recreational amenities such as a 24/7 gym, the Memorial Swimming Pool, and the Dowerin Community Club.

The community's spirit is evident in its active involvement in local events, sporting clubs, and social initiatives, fostering a strong sense of belonging. Residents take pride in their town and work together to ensure its continued prosperity, making Dowerin a vibrant and connected place to live.

THE SHIRE

The Dowerin Shire Council is dedicated to enhancing the quality of life for all residents and visitors by providing a diverse range of essential community services. Our services include waste management, recreational facilities, local events, and support for various community organisations, ensuring that everyone can enjoy equitable access to facilities and resources.

Our committed staff deliver these services and foster a welcoming environment. They are supported by 7 Elected Members, who represent the community's interests, ensuring that residents' voices are heard in decision-making processes.

Our vision is for Dowerin to be a thriving rural community—a lifestyle choice for all generations and a preferred location for business development. We take pride in our vibrant, progressive community and aim to support every member in leading an active and fulfilling life in Dowerin.

POSITION DESCRIPTION

Home Care Manager

Created July 2026



Department	Home Care
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Contract
FTE	Full Time

POSITION OBJECTIVES

- To provide strategic and operational leadership for the Shire's Support at Home and Commonwealth Home Support Programme (CHSP).
- To oversee consumer assessments, care planning and case management, ensuring person-centred care and compliance with legislative requirements.
- To lead and manage the Home Care workforce, fostering a positive, accountable and high-performing team culture.
- To manage the financial performance, quality, compliance and continuous improvement of the Home Care service.
- To build and maintain community engagement and ensure audit readiness across all areas of service delivery.

ORGANISATIONAL RELATIONSHIPS

Reporting to:	Manager Corporate Services Chief Executive Officer
	Shire Staff and Volunteers
Liaison with:	Home Care Clients, Contractors, Government Agencies, Stakeholders, Suppliers
Direct Reports	Homecare coordinator Homecare administration officer Homecare Support workers Contractors and agency staff

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

LEADERSHIP AND SERVICE MANAGEMENT

- Provide strategic and operational leadership of the Shire's Support at Home and Commonwealth Home Support Programme (CHSP) services.
- Assume overall responsibility for the performance and management of the Home Care business unit, including service delivery, workforce, quality, compliance, financial performance and continuous improvement.
- Lead, mentor and support the Home Care Coordinator, Administration Officer and Support Workers, fostering a positive, accountable and high-performing team culture.
- Promote a culture of excellence, accountability, safety and person-centred care across all aspects of the Home Care service.
- Develop and implement the Home Care strategic and operational business plan.
- Lead organisational change associated with aged care reform and Support at Home implementation.
- Represent the Home Care Service at Executive, Council and external stakeholder forums.
- Ensure alignment with the Shire's Strategic Community Plan and Corporate Business Plan.

CONSUMER CARE AND CASE MANAGEMENT

- Oversee consumer intake, assessments, care planning, service reviews and case management, ensuring person-centred care and compliance with legislative requirements.
- Monitor consumer outcomes and satisfaction.
- Manage complaints and consumer feedback systems.
- Ensure consumer rights, dignity, choice and supported decision-making are embedded in service delivery.
- Ensure compliance with restrictive practices requirements where applicable.

FINANCIAL MANAGEMENT AND REPORTING

- Prepare, monitor and manage budgets, financial reporting, revenue, expenditure, funding utilisation and business performance to ensure long-term sustainability of the service.
- Complete all required funding, contractual, regulatory and organisational reporting, including financial acquittals, performance reporting, data submissions and compliance reporting within required timeframes.
- Provide timely and accurate reports to the Chief Executive Officer and Council on financial performance, service delivery, quality outcomes, compliance, workforce, strategic initiatives, risks and continuous improvement, ensuring informed decision-making and organisational accountability.
- Develop divisional annual budgets and financial forecasts.
- Maximise funding utilization and identify revenue opportunities.
- Monitor financial risks, procurement and contract performance.
- Identify efficiencies and cost-saving opportunities.

COMPLIANCE, QUALITY, AND RISK

- Ensure compliance with the Aged Care Act 2024, Support at Home Program requirements, CHSP obligations, Strengthened Aged Care Quality Standards and all relevant legislation and funding agreements.
- Lead audit preparation and ongoing quality assurance activities, including risk management, policy development, incident management and continuous improvement initiatives.
- Maintain the Quality Management System including Centro Assist Platform.
- Lead internal audits and oversee external audit readiness including the Audit Evidence Collection Tool for the Shire of Dowerin Home Care Renewal of Registration .

- Maintain risk registers and monitor corrective actions.
- Lead policy reviews and continuous improvement activities.

WORKFORCE PLANNING

- Develop workforce plans, oversee rostering and scheduling processes, monitor service capacity and ensure efficient allocation of resources to meet consumer needs.
- Recruit, induct and retain staff.
- Conduct performance reviews and support professional development.
- Ensure mandatory training compliance.
- Support succession planning and workforce capability development.

STAKEHOLDER ENGAGEMENT AND BUSINESS DEVELOPMENT

- Build and maintain strong relationships with consumers, families, health professionals, government agencies, community organisations and other stakeholders.
- Identify opportunities to grow and strengthen the Home Care service through innovation, business development and continuous service improvement
- Develop partnerships with hospitals, GPs and community organisations.
- Promote the Home Care Service across the Wheatbelt.
- Prepare business cases and support grant applications.
- Represent the Shire at regional aged care forums.

GOVERNANCE

- Provide strategic advice to the CEO on Home Care operations.
- Prepare governance reports for Executive and Council.
- Maintain compliance and continuous improvement registers.
- Monitor KPIs and implementation of audit recommendations.

AGED CARE REFORM

- Lead implementation of the Aged Care Act 2024 and Support at Home.
- Ensure organisational readiness for legislative reform.
- Review systems and processes in response to Commonwealth changes.
- Build workforce capability for ongoing reform.

REQUIREMENTS OF THE JOB

ESSENTIAL

- Experience leading community aged care services.
- Knowledge of Support at Home, CHSP, the Aged Care Act 2024 and the Strengthened Aged Care Quality Standards.
- Strong leadership, communication and stakeholder engagement skills.
- Experience in assessments, care planning and case management.
- Commitment to person-centred care and continuous improvement.

DESIRABLE

- Relevant qualifications in Nursing, Allied Health, Community Services, Business or Management.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Actively promote safety projects and participate in Injury Management Programs as required.
- Ensure workers, contractors and volunteers have a safe place of work in which to work.
- Ensure all hazards are identified, assessed, and eliminated or controlled.

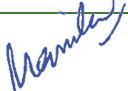
EXTENT OF AUTHORITY

- Operates under the direction of the Manager Corporate Services and the CEO
- Internal liaison with the Shire staff and volunteers.
- External liaison with the community, contractors, government agencies, stakeholders, suppliers, and visitors

EMPLOYMENT CONDITIONS

- Current National Police Clearance Certificate.
- May be required to complete a pre-employment health assessment.
- Provide evidence of all claimed qualifications prior to commencing employment.

CERTIFICATION

Authorised by	Chief Executive Officer
Signature	
Date Reviewed	22 July 2026

INCUMBENT ACKNOWLEDGEMENT

Employee
Signature
Date



APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise, and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisation's

Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.