



Ravenshoe Community Centre Inc.
Rural and Remote Home Care Service
A program auspiced by Ravenshoe Community Centre Inc.

(Funded by Dept. of Health and Aged Care, the State Dept. of Families, Seniors, Disability Services and Child Safety Department of Veterans Affairs and the National Disability Insurance Agency)

PO Box 961 Ravenshoe Queensland, 4888
(ABN 94 599 566 265)

Aged Care Team Leader - Rural & Remote Home Care Services

 **Ravenshoe, QLD | Part-Time (20 hours/week)**

 **SCHADS Award – Level based on experience**

Are you a motivated and compassionate leader with experience in aged or community care? Join our dedicated team at Ravenshoe Community Centre Inc. to help deliver high-quality home care and respite services across the Atherton Tablelands and surrounding regions.

About the Role

As Team Leader, you'll support the coordination of services for older people, people with disability, carers, and veterans. You'll supervise Cluster Team Leaders and support workers, manage client intake and documentation, and assist the Program Manager with operational and administrative tasks.

Our service supports over 200 clients across the Greater Atherton Tablelands and Hinterland region, with a team of 35+ staff delivering care through multiple funding streams.

Key Responsibilities

- Supervise and support staff and volunteers
- Coordinate client intake and service delivery
- Implement WHS strategies and conduct risk assessments
- Organise and deliver mandatory staff training
- Maintain accurate records and contribute to reporting

What We're Looking For

- Experience in aged care, home care, or disability services
- Strong leadership and communication skills
- Knowledge of CHSP, SCHADS Award, and aged care legislation
- Proficiency in digital systems (e.g., Sandwai, referral portals)
- Ability to manage WHS and training requirements

How to Apply

A full copy of the Position Description and Selection Criteria can be downloaded from:

www.ravenshoecommunitycentre.org.au/rnr/rnrstaff/

Submit your resume and a brief cover letter addressing the selection criteria (1–2 sentences per point, max 2 pages) to:  manager@ravcom.org.au

 **(07) 4064 4241 Program Manager for a confidential conversation. Applications close Wednesday, 5 November 2025; however, the position may be filled earlier or remain open until a suitable candidate is appointed.**