



**POSITION VACANT**  
**RURAL AND REMOTE HOME CARE SERVICE**  
**PROGRAM MANAGER**



- Do you want to lead an amazing team of compassionate support workers?
- Do you have a commitment to support our ageing population?
- Are you driven to apply your contract management and data analysis skills to negotiate through the sector reforms?

This is a permanent part-time position of 25 hours per week (Tuesday to Thursday), based in Ravenshoe FNQ, 2hr from Cairns. The Program Manager is responsible to the Management Committee of the Ravenshoe Community Centre Inc.

This program aims to maintain and promote independence and quality of life for the frail aged, younger people with disabilities and other assessed care needs, and veterans.

RNRHCS employs approx. 35-40 staff in various roles, including administration, team leaders and home care support workers and is contracted to deliver in-home and community support to approx. 220 clients within three formal government agreements (CHSP, QCSS, VHC) and numerous brokerage arrangements with Home Care Package providers and plan managed NDIS participants.

This position has significant delegated authority, works under limited direction and supervises other employees whilst establishing and monitoring key performance indicators and contracted deliverables across the breadth of program operations.

**A full copy of the Position Description can be downloaded from:**  
**[www.ravenshoecommunitycentre.org.au/rnr/rnrstaff/](http://www.ravenshoecommunitycentre.org.au/rnr/rnrstaff/)**

Essential duties include, but are not limited to:

- Deliver the program within budget
- Ensure compliance with various contract, legal and organisational requirements and WHS obligations
- Manage HR and IR responsibilities
- Ensure the standards of the Human Services Quality Framework and Aged Care Quality and Safety Commission are met
- Complete all government reporting and proactively engage with Funding Contract Managers
- Ensure the integrity, accuracy and privacy of data management
- Analyse data monthly to manage capacity and ensure targets are being delivered
- Maintain CQI systems and regularly review Policies and Procedures
- Facilitate professional relationships with staff, clients and stakeholders
- Proactively pursue opportunities to improve the program and prepare proposals to relevant funding bodies.

**Remuneration SCHAD's Award between Level 5 – Level 6, will be determined based on applicant qualifications and relevant Industry experience.**

Your experience/qualifications will ideally include:

- Management experience in the Aged Care Sector in the last 2-5 years and knowledge of reforms.
- Evidence in managing a diverse workforce of similar size. Understanding of HR and IR obligations.
- Contract Management and Reporting.
- Proven knowledge of industry quality frameworks, relevant legislation and WH&S obligations.
- Experience in using Information Management Systems for the purpose of scheduling, payroll, claiming, data analysis and reporting.

- Office 365 - including all Microsoft applications.
- Attention to detail, time management and co-ordination/prioritisation skills.
- Motivation and ability to work autonomously and as part of a larger team.

**Please forward all expressions of interest for the full application pack to: [hro@ravcom.org.au](mailto:hro@ravcom.org.au)**  
**Applications close on 5<sup>th</sup> January 2026.**