



# Applicant Information

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Indigo North Health Inc

Corporate Services  
Manager

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APRIL 2022

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# Indigo North Health Inc

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Indigo North Health Inc (INH) is a public not-for-profit health service with its primary base in Rutherglen in North East Victoria some 45 kilometres South West from Albury/Wodonga and 45 kilometres North West of Wangaratta. Rutherglen is famous for its vineyards and restaurants. It offers primary and secondary education along with a wide range of sporting options. They also have a campus at Chiltern located on the Hume Freeway 15 kilometres away. Steeped in history Chiltern offers the visitor a chance to step back in time. Chiltern offers primary school education, has numerous sporting clubs and is a close commute to both Albury/Wodonga and Wangaratta.

## Our Philosophy

Indigo North Health Inc is a public not for profit health service that exists to meet the health needs of the people in our catchment.

The health of individuals and the strength and vitality of their communities is fundamentally important to us. It forms the basis of our strategic direction and underpins our decision-making process.

## Our Vision

Indigo North Health plays a pivotal role in assisting individuals and communities to achieve the best possible health outcomes.

## Our Mission

To promote the health and well-being of individuals and communities.

## Key Outcomes

1. To enhance the health of the community through the principles of equity, person-centred care and community engagement
2. To respond to community needs through building and strengthening external relationships
3. To promote a culture of research and learning
4. To conduct organisational business in accordance with relevant best practice principles



# Services

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## RESIDENTIAL AGED CARE

Indigo North Health is a provider of residential aged care services by way of its Rutherglen based facility known as Glenview. Currently there are forty approved beds of which thirty are designated as high care (nursing home) and ten are designated as low care (hostel). NHI has received funding of \$57.11 million to construct a new 50 bed Residential Aged Care facility and Community Health precinct.

## COMMUNITY CARE

Community Health Services at Indigo North Health are provided at our sites in Rutherglen and Chiltern, as well and within the homes of our clients in the community. Community Health at Indigo North Health offer a suite of allied health services including, Occupational Therapy, Physiotherapy, Podiatry and Counselling. We offer a range of individual and group-based interventions. These are further complimented by district nursing, home care and health promotion activities.

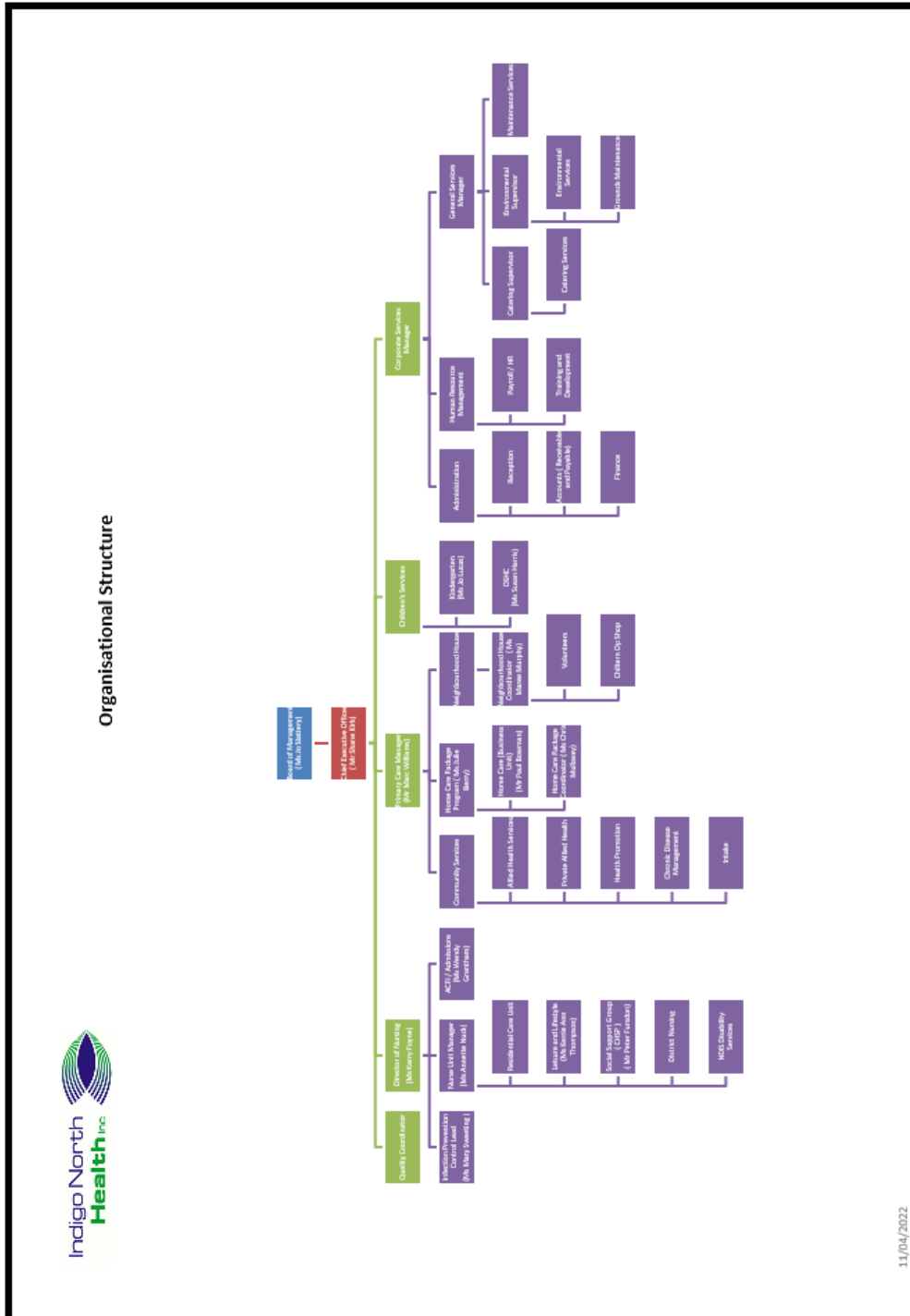
## INDEPENDENT LIVING

St Mary's Community Village provides the option of retirement village living for those who wish to maintain their independence. Our modern complex comprises 6 two-bedroom free standing units and is located adjacent to St Mary's church in Rutherglen. Residents enjoy views over the surrounding countryside. Not being too big helps to retain a homely atmosphere which is complemented by the support provided by Indigo North Health.

## CHILDREN'S SERVICES

The Indigo North Health Inc. Outside School Hours Care (OSHC) service aims to provide high quality care and education programs that recognise the importance of understanding child development in school aged children. Rutherglen Kindergarten, a not-for-profit organisation, is an Incorporated Association of Members and works in partnership with Indigo North Health (also a not for profit organisation) to provide Kindergarten services to Rutherglen and surrounding communities.

# Organisation Structure



11/04/2022

# Living in Rutherglen

Ideally located on the Murray Valley Highway, just off the Hume Highway, Rutherglen is an ideal base to explore Victoria's High Country, from the rivers to the mountains and everything in between. Rutherglen is located between Yarrawonga and Wodonga, just 10 kilometres from the Murray River and the small state border town of Wahgunyah.

In the early to mid-1800s, the area around Rutherglen and Wahgunyah was an important grazing area. The discovery of gold in September 1860 saw the town of Rutherglen spring up shortly afterwards with several churches built, a school and the post office in 1863. After the gold rush, Rutherglen eventually achieved prosperity as an agricultural town, subsequently establishing itself as one of Victoria's most important wine producing districts. These days, there are almost 20 wineries located within a short drive from the town centre.

Rutherglen has cutting edge cuisine and homely meals, cosy bed and breakfasts and luxury accommodation, great festivals and genuine characters.

Rutherglen boasts a rich artistic heritage and a lively contemporary arts scene. Discover the creative talents of many artists along the Sculpture Trail linking vineyards and cellar doors. Annually, the Tastes of Rutherglen Art Prize attracts more than 500 entries nationally.



# The Role

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The Corporate Services Manager is responsible to the Chief Executive Officer for providing best practice financial management across the INH business. Supporting the Chief Executive Officer, as the Corporate Services Manager, you will be expected to:

- Coordinate the provision of timely and accurate financial management and reports for both internal & external requirements at INH.
- Financial Management means (but not limited to):
- Accurate maintenance of the general ledger
- Monthly Journals
- GST/FBT/BAS compliance & reporting
- Completing monthly, quarterly and annual reporting requirements to state and commonwealth government departments
- Preparation and presentation of finance reports for senior management and board of management.
- Workcover Certification
- Direct supervision of the Administration Staff and the General Services Manager
- Have highly developed management and stakeholder engagement skills and be able to represent the finance team at a range of forums.

The Corporate Services Manager is required to interact on a regular basis with the Department of Health and other senior stakeholders;

The position will play a key role in the provision of financial and business management information and support to the Chief Executive Officer and the INH Board.

# Key Selection Criteria

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## **Mandatory Qualifications:**

1. Undergraduate and/or Postgraduate qualifications in Accounting, Finance or Business Management
2. Sound understanding of the Aged Care environment, financial reporting including ACFR.
3. Advanced computer skills
4. Ability to adhere to strict timelines
5. Sound interpersonal skills
6. Influenza Immunisation annually (Exemption will only be accepted with a letter from your General Practitioner).
7. COVID 19 Immunisation
8. Current NDIS Worker Screening Check / National Police Check
9. Completion of the NDIS Worker Orientation Module

## **Desirable:**

1. Experience in health administration and aged care.
2. Knowledge of financial applications, such as MYOB
3. Demonstrated understanding of Microsoft Office programs

# Position Details

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**Conditions of employment:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025

**Responsible to:** Chief Executive Officer

The remuneration will include a base salary and superannuation.

Other benefits:

Employees of INH have access to generous salary packaging benefits

Flexible working arrangements can be negotiated

## How to Apply

Applications should include a:

- Covering letter incorporating a response to the Key Selection Criteria
- Current CV; and
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at [hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

**Applications Close: 15 May 2022**

## Further Information

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