

# Position Description

<i>Position:</i>	Community Inclusion and Participation Officer, Stonnington and Port Phillip
<i>Location:</i>	The position is located at Prahran. There is some travel associated with the position.
<i>Responsible to:</i>	Manager Community Inclusion and Participation
<i>Authority for Appointment:</i>	General Manager Aged and Community Care
<i>Review date:</i>	30 June 2020

## *Statement of Position*

This position description is not prescriptive in nature. It outlines, in a generic sense, the qualities required for the Community Inclusion and Participation Officer. It is expected that the employee will be skilful in the current knowledge and practice associated with the position. This position requires a motivated experienced person, who is flexible and has strong interpersonal skills that foster a collaborative approach with all stakeholders.

## *Position Summary*

The primary objective of the position is to support eligible clients and their carers from CALD background to link into relevant supports to maximise their independence and to improve their quality of life, while pursuing their interests and increasing their social connections and engagement in the community.

The position is also responsible for:

- Provision of information and referral services and short term case management to eligible clients in Cities of Stonnington and Port Philip
- Coordinating and delivering programs and services that support the inclusion and participation of older clients, people with disability and their carers in the community
- Working closely with seniors groups in the catchment area to support their inclusion and participation in their community
- Building and strengthening the community's capacity to advocate for improved access and support for older people, people living with disability and their carers supports from CALD background
- Working with Cities of Stonnington and Port Philip to deliver activities as funded within respective service agreements
- Working with other local community organisations to enhance their service access and inclusion in the provision of supports and services to eligible clients

<i>Award classification</i>	Social Community Home Care and Disability Services Award (SCHCDS)
<i>Job Status</i>	Part time fixed term
<i>Probationary Period</i>	The position is subject to a 6 month probationary period
<i>Staff Development</i>	There will be several assessments during the first 6 month period and then at least annually thereafter
<i>Evaluation</i>	
<i>Driver's License</i>	Current Victorian Driver's License is essential

<i>Police Check</i>	MiCare appointments are subject to a police check which does not disclose a criminal record.
<i>WorkSafe Pre-Existing Injury Declaration</i>	Worksafe Pre- Existing Injury Declarations must be completed by All new staff
<i>Medical Assessment</i>	A pre-employment medical assessment may be required
<i>Relationships</i>	Executive Director, Board and General Managers Managers, staff, volunteers, clients and families, government departments, training providers and community organisations, employers / businesses, schools and local community networks, Contractors, Stakeholders,

## *Responsibilities*

- Accept referrals and undertake client assessments, in collaboration with clients (where appropriate), carers and other providers
- Where required, develop and support the implementation of the individual support plans based on assessed needs and personal goals.
- Regularly monitor and review client support plans in consultation with clients, carers and program staff
- Provide short term case management, information and referral services and supports in line with the Wellness Reablement and Restorative Care model
- Ensure KPI's and activity targets are met, taking corrective action when necessary
- Develop and maintain stimulating and satisfying programs for eligible clients, ensuring appropriateness for clients.
- Work closely with seniors groups within the catchment to and support them as required to prepare and lodge funding applications, financial accountability reports and governance requirements.
- Where appropriate link and refer seniors groups to relevant services within and external to the organisation
- Work within a collaborative and multi-disciplinary approach linking with staff within and external to the organisation who share clients
- Oversee activity program and organise equipment and resources so that programs are delivered in a safe environment
- Induct and support program volunteers and students
- Ensure accurate clients records and data is recorded and maintained in a timely manner as required
- Ensure all reporting requirements are fulfilled as per funding body's requirements
- Liaise and report to Manager around programs and provide reports as required
- Work with Manager to manage programs within budget
- Collaborate with other service providers and attend relevant network meetings
- Identify opportunities for additional funding to support service delivery areas
- Participate in team and service planning activities
- Ensure programs reflect the Home Care Common Standards
- Participate in MiCare's continuous improvement activities including program accreditation activities as required
- Actively promote the service within the community through clients, community groups and networks.
- Adhere to and update policies and procedures manual,
- Ensure compliance with relevant legislation at all times
- Ensure and promote safe work practices, procedures and instructions
- Monitor and report all incidents and hazards as required by organisation and funding bodies

## *Key Selection Criteria*

### Knowledge and Experience

- Knowledge and understanding of the ageing process and the needs of older people of CALD background.
- Demonstrated knowledge of the Commonwealth Home Support and Home and Community Care programs
- Knowledge and understanding of the Wellness Reablement and Restorative Care model
- principles
- Demonstrated experience in working with clients from CALD background who are frail aged or living with a disability and their carers
- Experience in program development, implementation and evaluation of programs for older people
- Sound knowledge and experience in client assessment and care planning

### Skills

- Strong group work skills, facilitation skills and demonstrated experience in undertaking community development projects
- Ability to think strategically, establish work priorities and manage competing demands
- Demonstrated ability to communicate sensitively and appropriately with, and understand the needs of people from CALD backgrounds.
- Demonstrated ability to network effectively.
- Excellent communication, report writing, administration and time management skills.
- Demonstrated ability to work independently and in a team environment.
- Computer literacy and experience in use of electronic referral/care planning systems and electronic service directories
- The ability to work in a culturally sensitive manner within an ethno-specific environment.
- The ability to work in a culturally specific environment
- Level 2 First Aid and CPR certification

### Personal Attributes

### Qualifications

- Appropriate tertiary qualification, preferably in Social Work or other related Social Science disciplines.

### Desirable Criteria

- The ability to speak an additional language to English, and have a good understanding and experience of other cultures.

## *Ongoing Education and Development*

It is expected that all MiCare staff will keep their knowledge up to date; to enhance personal skills, comply with contemporary practices, legal responsibilities, departmental requirements and the knowledge to perform her/his duties effectively.

## *Teamwork*

It is expected that all MiCare staff will attend and participate in staff meetings and be involved in promoting harmonious work relations with all other employees. As all staff impact on the quality of service provision, it is essential that each member of staff demonstrates willingness and an ability to work as a member of the team.

*Other duties*

Any other duties as required by the Manager Community Inclusion and Participation

*Specific Health and Safety requirements*

- As per MiCare's Work Health and Safety Policies and Procedures including Fire Safety

*Other related activities*

- Police Check
- Current driver's licence, willingness to drive and travel and work between work locations
- MiCare has a non-smoking policy on all worksites