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## **POSITION VACANT: Aboriginal Sector Support & Development Officer**

*14 hs/week*

*Salary and conditions: SCHADS Award, Level 5, \$46.62 per hour, up to **\$34,070 per annum.***

*Based in Bankstown*

*Excellent employment conditions.*

**The Multicultural Network Inc (TMN) is a non-profit community organisation working to strengthen the capacity of our diverse communities.**

The Multicultural Network Inc is seeking a Aboriginal Sector Support & Development Officer to support the age care sector and Aboriginal and Torres people wanting to access aged care, in the South West Sydney area (Bankstown, Fairfield and Liverpool LGAs). This position offers a great opportunity to work on community development, systemic advocacy and policy at a regional level.

The successful candidate would have relevant project management, social services/community work qualifications and experience and understanding of ageing services programs (CHSP/Support at Home Program). This position suits an applicant with experience in facilitating guidance and information to the community services sector and developing initiatives for better informed communities. The role requires someone with proficient organisational and computer skills.

This position is funded through the CHSP/Support at Home Program to:

- Support Aboriginal and mainstream aged care services
- Facilitate information flow between Aboriginal consumer groups, service providers and government
- Advocate on behalf of Aboriginal consumer groups and aged care service providers
- Support services to empower service users
- Improve quality access to aged care for Aboriginal and Torres Strait Islander communities
- Support coordination of the community care system in SW Sydney



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**Position Specification:** Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent; demonstrated experience in capacity building; experience in working with the aged care system or in-depth knowledge of the aged care system; excellent communication skills both written and verbal; experience in networking, liaison and managing collaborative partnerships with key stakeholders in particular governments and the local community and, the ability to prioritise competing demands and complete the tasks within agreed timeframes.

Please address the following criteria in your application:

### **Essential Criteria**

1. Diploma in Community Services, degree in Social Science or equivalent
2. Demonstrated experience in working with CHSP/Support at Home Program funded services and clients or Sound knowledge of aged care programs and current CHSP/Support at Home Program issues
3. Demonstrated ability to network, liaise, manage and develop collaborative partnerships with key stakeholders
4. Ability to prioritise competing demands and work independently
5. Excellent written and verbal communication skills, and interpersonal skills
6. Skills using computers and relevant software

### **Desirable Criteria**

7. Aboriginality
8. Knowledge/experience working in SW Sydney

For further enquiries: please contact Roxana Rascon, Executive Officer, on 0404156465

Written applications must address the essential and desirable criteria and include contact details of at least 2 work referees. Please note the closing date for applications to this job has been extended. Applications now close **5.00 pm on Friday 10<sup>th</sup> June 2022.** Applications can be sent by email to: [eo@tmn.net.au](mailto:eo@tmn.net.au)

The successful candidate is required to undergo relevant checks.

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**SWS Aboriginal Sector Support & Development Officer**

**JOB DESCRIPTION**

<b>Position Title:</b>	SWS Aboriginal Sector Support & Development Officer
<b>Responsible to:</b>	EO and Aged Care Team Leader
<b>Accountable to:</b>	Management Committee
<b>Hours:</b>	14 hours per week
<b>Salary &amp; Conditions:</b>	SCHADS Award: Level 5
<b>Geographical Areas:</b>	Bankstown, Liverpool & Fairfield Local Government areas
<b>Targeted Group:</b>	Services funded through the Commonwealth Home Support Program (CHSP).
<b>Funding Source:</b>	Australian Government Department of Health

**Accountability:** The Aboriginal Sector Support & Development Officer is directly responsible to the Executive Officer, guided and supervised by the Aged Care Team Leader in project implementation and accountable to Management Committee. The project officer is required to:

- Liaise, consult with and attend supervision with the EO and CHSP Team Leader on a regular basis.
- Provide a written monthly report to TMN's Management Committee

**Key Project Objectives**

1. Build the capacity of Aboriginal and Mainstream Aged Care Services funded under the CHSP/Support at Home Program through support, information and education
2. Support CHSP/Support at Home Program funded services through the provision of information, advice and resources enabling them to provide high quality services and a more coordinated and responsive Aged Care System for Aboriginal & Torres Strait Islander frail older people & their carers
3. Provide guidance to aged care services regarding culture appropriate services for Aboriginal and Torres Strait Islander communities




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4. Develop and maintain appropriate networks to further the objectives of the project
  5. Provide training to mainstream organisations on Aboriginal Cultural Awareness
  6. Work with Local Councils and Organisations to ensure that the needs of the Aboriginal Community and services are accurately translated to government and organisational planning processes
  7. Facilitate Aboriginal CHSP/Support at Home Program funded services and related community care agencies access to information, resources and relevant training
  8. Provide information to Aboriginal and Torres Strait Islander communities on how to access the aged care system

#### **A. Project Responsibilities**

1. Support and resource local CHSP/Support at Home Program Networks and agencies regarding the provision of culturally appropriate services
2. Provide information to Aboriginal CHSP/Support at Home Program funded agencies on Program policies and guidelines including the CHSP/Support at Home Program Community Care Standards, referral & assessment protocols and reporting requirements
3. Share and disseminate local, state, national and global initiatives and research leading to best practice
4. Collate views and information from Aboriginal service users and Aboriginal providers to convey to peak and government agencies to improve the service system
5. Provide governance information, including addressing management committees and participating in organisational planning days
6. Work in collaboration with other Development Officers, Access Officers and Training Projects to address sector development/training needs
7. Assist Aboriginal and Torres Strait Islander people to access CHSP/SUPPORT AT HOME PROGRAM services through providing information and community education.

#### **B. Agency Responsibilities**

1. Adhere to TMN's policies, procedures and practices
  2. Work from a teamwork and strength-based philosophy
  3. Act as a resource person for other staff
  4. Attend and participate in all staff meetings
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5. Attend regular professional supervision with the Executive Officer
  6. Attend aged care team meetings and implement project's activities under the supervision of the Team Leader
  7. Represent the service in a professional manner
  8. Maintain knowledge of developments in relevant legislation, policy and services within the sector
  9. Adhere to Work Safety Requirements
  10. Develop and maintain administrative systems required for effective project management
  11. Attend Management Committee meetings as required
  12. Identify and participate in professional development
  13. Conduct other project relevant duties as directed by the EO and/or Team Leader