

JOB VACANCY

SWS Sector Support and Development Officer
(Locum position - 12 months)

Please kindly distribute among all your networks. It has also been advertised in NCOSS website: [here](#)

POSITION VACANT:

South West Sydney Sector Support & Development Officer
Team Leader

Part-time: 28 hs/week Tuesdays to Fridays

Salary and conditions: above SCHADS Award (level 6.1), \$50.94 per hour,
\$ 1,426.32 per week

Excellent employment conditions.

Closing date for applications: 5.00 pm on Monday 18th October 2021.

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 Sector Support and Development Officer for the South West Sydney area, covering Bankstown, Fairfield and Liverpool LGAs and to lead a small team of aged care sector support project officers. 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 the CHSP

program. This suits an applicant with experience in reporting, analysing policy, facilitating guidance and information to the aged care sector and developing initiatives for better informed aging communities. The role requires someone with proficient organisational and computer skills.

This position is funded through the CHSP Sector Support Program to:

- Support Aged Care Services through training, information, resources and facilitating collaborations
- Facilitate information flow between consumer groups, service providers and government
- Advocate on behalf of consumer groups and service providers
- Support services to empower service users
- Improve communities' access to Aged Care Services
- Develop and disseminate information on the CHSP and its interaction with the broader aged care system
- Assist services to embedding wellness, reablement and restorative care approaches into service delivery
- Strengthen the capacity of CHSP service providers to deliver quality services that are responsive to client needs, including clients with diverse needs.
- Coordinate and deliver training and education to service providers, workforce and consumers
- Develop and promote collaborative partnerships within the CHSP and across the broader aged care service system
- Support and maintain the volunteer workforce.

Position Specification: Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent including overseas qualifications; demonstrated experience in sector and community capacity building; demonstrated experience in the development of organisational strategic plans, funding applications and operational policies and procedures, including those specifically related to the CHSP service systems and standards; demonstrated experience in delivering information, training and presentations; excellent communication skills both written and verbal; significant experience to network, liaise, manage and enhance collaborative partnerships with key stakeholders in particular governments, CHSP services and the wider aged care sector and, the ability to prioritise competing demands and complete the tasks within agreed timeframes.

SELECTION CRITERIA

Please address the following criteria in your application. You **MUST** address the selection criteria for your application to be considered:

Essential Criteria

- 1. Diploma in Community Services, degree in Social Science or equivalent*
- 2. Demonstrated experience in working with CHSP funded services and clients*
- 3. Sound knowledge of CHSP and current CHSP issues*
- 4. Demonstrated ability to network, liaise, manage and develop collaborative partnerships with key stakeholders*
- 5. Ability to prioritise competing demands and work independently*
- 6. Well-developed negotiation, facilitation and leading skills*
- 7. Excellent written and verbal communication skills, including interpersonal and cultural intelligence skills*
- 8. Skills using internet, email, virtual meeting and word processor software*
- 9. Understanding and commitment to Social Justice and Access & Equity principles, Work & Safety and Ethical Working Practices*

Desirable Criteria

- 10. Knowledge/experience working in SW Sydney*

For further enquiries: please contact Roxana Rascon – Executive Officer: eo@tmn.net.au or Mob: 0404 156 465.

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 is 5.00 pm on Monday 18th October 2021

Please email your application to Roxana Rascon, Executive Officer at: eo@tmn.net.au
The successful candidate is required to undergo relevant checks.

South West Sydney Sector Support & Development Officer

Position/Job Description

Position Title:	SWS Sector Support & Development Officer
Responsible to:	Executive Officer
Accountable to:	Management Committee
Geographical Areas:	Bankstown, Fairfield, Liverpool Local Government areas
Targeted Group:	CHSP services and eligible communities.

Accountability: SWS Sector Support & Development Officer is responsible to the Executive Officer and accountable to the Committee of Management. The SWS Sector Support & Development Officer is required to:

- Adhere to the policies, procedures and practices of The Multicultural Network Inc. (TMN)
- Liaise and consult with the EO and/or Management Committee on a regular basis.
- Report to the EO and TMN Management Committee on a regular basis.
- Report to funding bodies as required.

Overall Aim: The position is funded for the provision of Co-ordination, Training, Information, Support and Development for CHSP Services in the South West Sydney area and responsible for the service delivery planning, reporting and evaluation of TMN's CHSP projects.

Key Objectives

1. Lead a small team of sector support officer to collaborate and share sector support activities
2. Support CHSP funded services through the provision of information, advice, support and resources enabling them to provide the highest quality service possible within available resources and a more coordinated and responsive Community Care System for frail older people & their carers
3. Facilitate information flow between consumer groups, service providers and government
4. Support consumer groups through advocacy and information
5. Work towards the effective implementation of strategies that enhance access to CHSP Services by people from CALD and ATSI backgrounds, and development of services that are appropriate to their needs

5. Service Planning & Development: Co operate with funding bodies in the planning and implementation of both expansions to funded services and improvements to the service system
6. Empower service users

A. Governance of CHSP Projects

1. Identify, develop and monitor processes for CHSP reporting requirements
2. Advise and resource the Executive Officer and Management Committee to enable informed decisions regarding service direction, addressing community needs through applications for new or ongoing grants
3. Ensure all administration systems are developed and maintained
4. Contribute and support the organisation's compliance with all relevant laws, regulations, standards, contracts, service agreements, accountabilities and policies and procedures
5. Make recommendations to all governance committees for policy amendments and development of new policies in line with service objectives and government legislative and policy amendments

B. Community Development / Capacity Building

Support CHSP Services by:

- Providing information and support to CHSP and related services to assist them to implement the regional protocols
- Resourcing and supporting the SW Sydney Aged & Disabilities Forum in cooperation with the Forum Executive Committee
- Identifying and providing support to individual services
- Developing and maintaining Support Services Website and Newsletter

Facilitate Information flow between consumer groups and service providers by:

- Keeping services informed about other services, the targeted population group (needs, issues and data) and, state and national policy issues
- Developing and maintaining current information and resources to promote CHSP to community groups
- Providing information about government policy and issues impacting on services and consumers

Advocacy & Representation by:

- Assisting services in SW Sydney in advocacy activities
- Advocating at a state and federal levels when required



- In consultation with services, plan and prepare responses to Government policy and strategic directions
- Facilitating services to negotiate with funding bodies

Empower consumers by:

- Informing and building their capacity to navigate and engage the aged care system
- Assisting CHSP services to empower current and potential consumers through provision of information to enable informed choices;
- Working towards increasing consumers' access to CHSP services;
- Developing effective partnerships with services to enhance participation of their targeted population groups in service planning and delivery.

Service planning and development

- Develop and implement processes and opportunities for services to contribute to CHSP planning processes
- Support services to work together to improve coordination of the community care system

D. Work Health and Safety

- Actively participate in the identification, reduction and resolution of potential hazards, issues and safe practices within the workplace.
- Actively promote safety and safe work practices to all clients, staff, visitors and Management

E. General

- Identify, organise and participate in professional development.
- Maintain knowledge of developments in legislation, policy and services within the sector relevant to effective and efficient service delivery
- Undertake activities that support and develop organizational administrative systems, organisational compliance, planning growth and development as required.

