



## Position Description – Seniors and Disability Program Officer

<b>Position Number:</b>	1830
<b>Division:</b>	Human Services
<b>Hours Per Week:</b>	18
<b>Award:</b>	Local Government (State) Award
<b>Grade (SAS):</b>	10 (Temporary)
<b>Location:</b>	Civic Centre
<b>Position Reports to:</b>	Manager – Community Services
<b>Positions Reporting Direct to this one:</b>	Nil

### Accountability Objective

To work on programs related to the Age-Friendly Lane Cove Strategy and the Disability Inclusion Action Plan and to design, implement, evaluate and coordinate activities and events for older people, people with disability and their carers within the Lane Cove Municipality.

### Position Description Coverage

This Position Description is not a complete statement of all the Accountabilities, Responsibilities, Tasks and Outcomes etc. associated with the role. It is intended only to be indicative and descriptive of the role with the incumbent required to undertake any and all tasks requested that are within their skills, competence and training.

### Principal Accountabilities

- In collaboration with the Community Development Officer - Seniors and Disability Services, undertake work to respond to actions identified in the Age-Friendly Lane Cove Strategy and the Disability Inclusion Action Plans.
- Liaise with members of the community, Council Officers, appropriate stakeholders and other professionals to research and develop a coordinated program of activities for seniors, people with disability and their carers.
- Organise events and activities appropriate for older people, people with disability and the wider community, including programs for Seniors Week, International Day for People with Disability and International Day of Older People.
- Oversee the general functioning of the Living and Learning Centre including notifying relevant Officers of maintenance, equipment repairs and other issues.
- Ensure sufficient supplies are available at the Seniors Centres for use in Council run activities.

- Support existing groups in their activities and development.
- Participate in staff and other meetings as required

### Key Organisational Accountabilities

- Report injuries, accidents, incidents and near misses in the work area and on the corrective actions taken to prevent reoccurrence;
- Always ensure your actions contribute to a safe and healthy workplace;
- Use and properly maintain appropriate safety clothing and personal protective equipment;
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times;
- Contribute to improved customer service and organisational effectiveness, by acting ethically, with honesty and fairness;
- Provide exceptional customer service by listening to the needs of each customer and action in a prompt, professional and courteous manner at all times;
- Ensure that the following principles from Council's Code of Conduct are taken into consideration in the carrying out of all Council duties:- integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect;
- Identify, assess and manage all risks associated with the function; and
- A commitment to Council's Fraud and Corruption prevention strategy.

### Key Result Areas

The Seniors and Disability Program Officer is highly visible within the community through contact with residents. The Program Officer is expected to liaise with

- Seniors, people with disability and carers
- Community organisations
- Services and businesses
- Guest speakers, presenters and workshop leaders
- Volunteers
- Users of Seniors Centres and Council facilities
- Employees of government and non-government bodies
- Members of the public/residents
- Relevant Council officers and Councillors

Knowledge of the structure, functions and processes of several Council departments is required to competently perform this role. Decisions made by the job holder affect the work and activities of others within the department.

The occupant operates largely within explicit policies, procedures and budgets but is required to use professional skills and initiative in implementing specific projects or programs. They will be guided by the Manager - Community Services and work closely with the Community Development Officer – Seniors and Disability Services. The position requires continual re-ordering of priorities and the application of mature and imaginative judgement and flair in delivering competent services to the target groups.

The position is required to plan and organise specific events and activities (such as the Different Degrees Theatre Ensemble, Community Seminars, cooking classes, exercise classes, excursions etc) and to prepare publicity and promotional material involving these events.

## Selection Criteria

All **bold highlighted** essential criteria **must** be addressed when applying for the role.

### **ESSENTIAL**

- **Certificate in Welfare or equivalent tertiary qualifications in a human services field**
- **Experience working with people with disability and older people in a community setting**
- **High level computer and communication skills, both verbal and written**
- **Knowledge and understanding of a wide range of services for older people, people with disability and their carers**
- **Understanding of the issues faced by older people, people with disability and their carers**
- **Understanding of programming, evaluation and events planning**
- **Ability to work on Wednesday, Thursday and Friday with Wednesdays from 1:45pm until 8:15pm during school terms to support clients in the Different Degrees Theatre Ensemble drama workshops**
- **Willingness to obtain a Police Check before employment;**
- **Willingness to obtain a current 'Paid Worker - Working with Children Check' clearance, obtained from the NSW Commission for Children and Young People before employment;**
- Ability to use computer programs and maintain administration and record systems;
- Commitment to excellence in customer service, ethical conduct, risk management, OH&S and EEO

### **DESIRABLE**

- Current Driver's Licence
- Current First Aid Certificate