

Community Support Services



Position Description	
Position Title	Wellbeing Hub Manager
Program Location	Head Office
Reports To	Operations Director Community Support Services
Direct Reports	Up to 5
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and Community Services Employee Level 6
Community Services #1 Capability Level	Level 6
Objective	<p>The primary purpose of the position is to identify new and implement existing program opportunities that align with community needs, with a particular focus on services for people aged between 6 and 55 years.</p> <p>This position will work closely with the Executive Director Community Support Services, the Wellbeing Hub team and Grants Manager and engages key stakeholders across the community, particularly in schools, partner organisations and government.</p>
Key Accountabilities and Capabilities	<p>Identify and implement effective business growth opportunities that improve the lives of members of the community aged between 6 and 55 years.</p> <p>Conduct a feasibility study of potential Wellbeing Hub services, including researching and analysing current services and available data, and current community needs. Engage key community stakeholders.</p> <p>Provide leadership, mentoring, support and guidance to enable employees to deliver quality services and programs through regular and effective supervision.</p> <p>Build effective working relationships with funding, government and other relevant stakeholder organisations.</p> <p>Ensure Wellbeing Hub services are easily accessible to all eligible clients and are delivered in a way that meets evolving community needs. Ensure clients receive a warm referral for needs not covered by Wellbeing Hub services.</p> <p>Identify opportunities for marketing, campaigns, and distribution channels that will lead to an increase in community awareness and accessing of Wellbeing Hub services.</p> <p>Evaluate Wellbeing Hub services.</p>

