

## Position Description

<b>Position title:</b>	Community Development and Capacity Building Coordinator
<b>Salary:</b>	TRP of \$91,407 per annum including superannuation and the estimated benefit of full optional salary packaging  Cash Salary - \$74,511 per annum Superannuation 9.5% of cash salary Gross value of full benefit of optional salary packaging - up to \$9,818
<b>Classification:</b>	SACS Level 4, Pay Point 2
<b>Award:</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017
<b>Hours:</b>	76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)
<b>Position tenure:</b>	Permanent
<b>Remuneration benefits:</b>	<ul style="list-style-type: none"> <li>• Access to discounted private health insurance</li> <li>• Salary Packaging (including novated leasing)</li> <li>• Health and Wellness Guidance and Activities</li> </ul>
<b>Work unit / location:</b>	Inner East Melbourne
<b>Reports to:</b>	Manager Community Capacity Building and Engagement
<b>Program:</b>	NDIS Local Area Coordination (LAC) Service

### Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

The life-changing impact you can have on so many people and the challenges you'll face in doing this well, will make you feel passionate about your job in ways that very few other roles can.

Each of the clients you meet, and the colleagues you work with, are incredibly diverse and have a unique situation and story to share. You will draw a strong sense of social connection from constant interaction with these groups.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

Reporting to the Manager Community Capacity Building and Engagement, and working under guidance from the Senior Community Development Capacity Building Coordinator (SCDCBC), the Community Development and Capacity Building Coordinator is responsible to:

- Develop and implement an annual Community Capacity Building Plan (CCBP) relevant to the service delivery area they work in. The CCBP will aim to build the capacity of the community to be more inclusive of people with disability, including vulnerable groups such as CALD, ATSI, LGBTI and the socially disadvantaged. The plan must clearly identify the strategy, activities, evidence and outcome measures that will inform reporting expectations.
- Build on community, mainstream and key stakeholder capacity to be more accessible and inclusive of people with disabilities, enhancing a service culture that promotes person centred outcomes that reflect the rights of people with disability to exercise choice and control over their life.

Provide flexible and responsive assistance that contributes to the quality and contractual needs of the NDIS LAC Grant Agreement The role will:

- Assist people with disability, their families and carers to build and pursue their goals, exercise control and engage with the Scheme.
- Support communities to assist people with disability to be supported outside of the Scheme by working with the community and mainstream services to build awareness and to become more inclusive of the range of needs and aspirations of people with disability.
- Raise awareness of the issues that affect the social and economic participation of people with disability and support community to understand how the community can create opportunities for greater social and economic participation of people with disabilities, their carers and families.
- Build community awareness of disabilities and the social contributors that impact people with disabilities.
- Build the capacity of community and mainstream services to enable people with disability be engaged in the community, including community memberships, maintaining or gaining employment and making a positive contribution to their communities.
- Influence the community to create and provide opportunities for people with a disability, families and carers to learn new skills and build their capacity.
- Work to build local community partnership and capabilities and identify and prioritise community development needs to address needs of people with disability.

### ***Key objectives, duties and responsibilities***

#### **Operational**

- Develop and implement detailed Community Capacity Building Plan.
- Deliver the Capacity Building Plan actions and outcomes.
- Plan, coordinate, market and participate in key promotional and capacity building events and activities.
- Develop and implement detailed community and key stakeholder engagement plans.

- Facilitate regular awareness and readiness activities, including individual and group based information and education sessions for people with disability and their families/carers.
- Attend and speak at information sessions, forums and community education sessions representing Latrobe Community Health Service as the Partner in the Community (PiTC) for the NDIA.
- Undertake relevant tasks, initiatives and/or projects as required and in consultation with the Manager Community Capacity Building and Engagement and SCDBC .
- Contribute to the development of community asset maps for the use of LAC teams to support people with disabilities to form community connections and linkages.
- Contribute towards a whole of team culture that empowers people with disability to exercise choice and control over their lives.
- Prepare detailed and relevant reports as required.
- Contribute to the development, monitoring and evaluation of operational performance in line with organisational and contractual requirements.
- Develop and strengthen community and disability sector relationships.

#### **Best Practice**

- Contribute to service delivery standards and provide information to LAC staff on best practices in community capacity building.
- Provide information to participants and their carers on their rights and responsibilities.
- Maintain participant/carer privacy and confidentiality.
- Implement mechanisms to ensure continuous quality improvement within the LAC CCB Program.
- Ensure participant interactions are outcome orientated and consistent with legislation.
- Engage with people with a disability to determine their experience of accessing community and mainstream supports and gaining data about barriers to inform CDCB Plan strategies and activities to improve access and inclusion.
- Engage key stakeholders, including people with a lived experience of disability, carers and families, and identified enablers, to work collaboratively on CDCB Plan strategies and activities to improve community and mainstream inclusion.

#### **Team Development**

- Participate in the growth and development of the team.
- Support peers while respecting individuality.
- Attend and contribute to area team meetings and leadership group meetings where relevant to the role of CDCBC.
- Attend and contribute to NDIS Directorate Community Development Capacity Building Coordinator meetings.

#### **Organisational Development**

- Contribute to decision making processes.
- Provide reports as requested by the Manager Community Capacity Building and Engagement and SCDCBC.
- Ensure participant records are maintained in accordance with organisational and Agency standards.
- Be responsible for the collection and collation of data and statistics as determined by the Manager Community Capacity Building and Engagement and SCDCBC.
- Complete required program data collection within the timelines of the program requirements.

### **Community Development**

- Attend community meetings as required.
- Develop understanding of systemic and individual issues for people with disabilities in the Service Area to inform policy development and ongoing NDIS design and report these insights to Manager Community Capacity Building and Engagement for consideration by NDIA, in particular the context of shaping local and regional markets and community development priorities that the NDIA may pursue.
- Help maintain and grow social capital and philanthropic efforts to strengthen community inclusion of people with disabilities.
- Provide community presentations as required.
- Resource and support LACs to be aware of community and mainstream support options to link people with a disability to outside of NDIS funded supports.

### **Professional Development**

- Participate in staff development opportunities as planned and required.
- Participate in regular supervision with the Manager Community Capacity Building and Engagement.
- Participate in an annual performance review and development plan.
- Maintain professional registration (where required) and keep up to date with professional practice issues.
- Practice in accordance with Commonwealth and State Government legislation and regulations.

### **Special Projects**

- Community Development and Capacity Building staff may from time to time be required to undertake additional work on special projects for the organisation. This work will be consistent, unless otherwise agreed to by both parties, with those duties of the Community Development and Capacity Building Coordinator as set out above.

### **Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated understanding of the National Disability Insurance Scheme Act (2013), the National Disability Services Standards, and the needs of people with disability, their families and carers.
2. Understanding of the local community, including mainstream and informal supports.
3. Effective time management skills and demonstrated ability to achieve key positional performance indicators within a required time.
4. Strong knowledge of the principles of person centred care and asset based community development and demonstrated ability to apply these approaches.
5. High-level communication, negotiation and conflict resolution skills.
6. Proven ability to liaise with a variety of service providers, professionals, community & mainstream services, families & caregivers and other internal and external stakeholders.
7. Demonstrated experience in continuously improving the quality of customer services.
8. Demonstrated information technology competency in using computers and tablets.

## Job requirements:

Applicants must meet the following job requirements:

### Mandatory:

1. Relevant tertiary qualification in welfare, community development or related discipline or extensive demonstrated practical experience in the field.

### Desirable:

1. Qualifications in community development, disability and or lived experience of disability will be highly regarded.
2. Experience in working within a community or human services setting.
3. Solid understanding and working knowledge of issues facing people with disabilities and their families and/or carers.
4. Strong working knowledge of person centred practice and assets based community development and NDIS ILC frameworks.

### Other requirements:

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker C** and is exempt from immunisation status requirements.
2. Ability to travel across the service delivery area and work independently as required.
3. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
4. A current NDIS Worker Screening Check. This check is renewed every five (5) years. <https://www.service.vic.gov.au/services/national-disability-insurance-scheme>
5. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This check is renewed every 2 years.
6. In addition and prior to appointment, a DHHS and NDIA security clearance shall be undertaken. At times, clearance may take longer than 28 days, which delays appointment.
7. Prior to appointment, credentialing documentation must be completed and verified.
8. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
9. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

*We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people, people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.*

<b>Approved (Job title):</b>	Executive Director NDIS Services
<b>Date:</b>	6/05/2020

***Incumbent statement***

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /