
Position Description

Community Services Groups Coordinator

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

Mission

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

THE COMMUNITY SERVICES DEPARTMENT

The Community Services (CS) Department manages capacity building projects and a program of language-specific social support groups, to provide services for people from ethnic backgrounds who are affected by disability, their carers and family members, those with diagnosed or undiagnosed mental health issues, and those who are socially isolated.

The CS Department takes an holistic approach to provide one-on-one support as well as a skill based, information based, and workshop based program to the target cohort; and focuses on:

- Identifying the needs of new, emerging and existing ethnic communities.
- Delivering a range of capacity building projects for ethnic communities.
- Delivering a program of language-specific social support groups.
- Developing training and capacity building products.

CS Groups Program

ADEC provides a unique multicultural support program for language-specific social support groups and community access high needs groups, focusing on participants with disability from CALD communities, and their carers.

The aim of the CS Groups (Groups) program is to provide their members with the opportunity to meet others of similar background in similar circumstances and for them to be able to share their experiences.

Position

ROLE

The role of the Groups Coordinator is to supervise a team of Facilitators and manage a range of capacity building projects within the Groups program

DUTIES

Recruit and train bi-lingual Facilitators, and plan their professional development.

Supervise the activities of Facilitators, including regular supervision.

Review the Groups program as necessary to ensure that it meets the service requirements and targets set by government funding authorities.

Liaise and consult as required with partners, funding bodies and government departments regarding the needs of participants.

Assist Groups Facilitators to increase participation rates in support services.

ACTION on DISABILITY within ETHNIC COMMUNITIES INC.
PD – Community Services Groups Coordinator

Conduct planning, oversight of initial and ongoing assessment of participants ensuring that they participate in projects/workshops that are relevant to their needs.

Coordinate the program's current activities and future development, including its publicity and promotion, and contribute to submissions.

Work closely with the CS Projects Coordinator to deliver capacity building activities based on the needs and interest of target groups.

Complete staff appraisals and performance reviews as required under ADEC procedures.

Other tasks and duties as directed by the CS Manager or ADEC's Executive Director (ED).

RESPONSIBILITIES

Support Facilitators to deliver services to participants and care recipients, including CHSP clients participating in social support groups activities.

Participate in relevant local networks.

Develop Facilitators' knowledge and application of disability, recreation and support services

Regularly review the programs procedures to ensure that they meet the needs of the program.

Prepare reports as required on the program's progress and development.

Maintain all required records for clients with Home Care Packages, and ensure accurate invoicing.

Contribute to program funding through grant and tender writing to appropriate funding bodies.

KEY PERFORMANCE INDICATORS

The Coordinator's performance will be measured against the following criteria:

- Attainment of program targets.
- Accurate and timely submission of group data collection and reports.
- Maintenance of program and consumer's records in accordance with ADEC procedures.
- Satisfactory professional development of Facilitators.
- Satisfactory audit results.

KEY SELECTION CRITERIA

Essential

Demonstrate a high level of written and oral communication skills.

Knowledge of support services.

Ability to plan a program of activity, and to deliver it successfully and within budget.

Ability to contribute formally to policy development activity.

Demonstrated experience in establishing and maintaining community groups, or project planning and implementation.

Experience with management and supervision of staff.

Ability to build and develop a team.

Excellent time management skills.

Desirable

Formal qualifications in social work, community development, community services or related areas.

Previous experience of working with carers from ethnic communities.

Previous experience of working with people with disability.

Experience of budget preparation and expenditure tracking.

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 5. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.