
JOB VACANCY

Multicultural Access Project Officer (Aged Care)

Please kindly distribute among all your networks.

Thank you

POSITION VACANT:

Multicultural Access Project Officer (Aged Care)

Part-time: 21 hrs/week.


Salary and conditions: above SCHADS Award (level 5), \$44.80 per hour (\$940.80 per week / \$48,921.60 per annum).

Excellent employment conditions.

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 Multicultural Access Project Officer (Aged Care) for the South West Sydney area, covering Bankstown, Fairfield and Liverpool LGAs. This position offers a great opportunity to work on community development, systemic advocacy and policy at a regional level focusing on improving Culturally and Linguistically Diverse (CALD) Communities' access to aged care.

The successful candidate would have relevant project management, social services/community work qualifications and experience and understanding of Commonwealth Home Support Program (CHSP). This suits an applicant with experience in reporting, analysing policy, facilitating guidance and information to the community services sector and developing initiatives for better informed CALD communities. The role requires someone with proficient organisational and computer skills.



This position is funded through the CHSP Program to:

- Support Aged Care Services
- 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 CALD communities' access to aged care services
- Support coordination of the community care system in SW Sydney

Position Specification: Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent including overseas qualifications; demonstrated experience in capacity building; excellent communication skills both written and verbal; significant experience to network, liaise, manage and enhance collaborative partnerships with key stakeholders in particular governments, the community services sector and the community 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 and/or demonstrated experience in working with CHSP funded services and clients*
2. *Sound knowledge of issues impacting on the aged care services sector*
3. *Sound knowledge of barriers preventing ageing CALD communities from accessing aged care*
4. *Demonstrated ability to network, liaise, manage and develop collaborative partnerships with key stakeholders*
5. *Skills using computers and relevant software*

Desirable Criteria

1. *Knowledge/experience working in SW Sydney*

How to Apply

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 14th September 2020**

Applications can be email to: eo@tmn.net.au

The successful candidate is required to undergo relevant checks.

**Multicultural Access Project Officer (Aged Care)
Position/Job Description**

Position Title:	Multicultural Access Project Officer
Responsible to:	Executive Officer
Accountable to:	Management Committee
Geographical Areas:	Bankstown, Fairfield, Liverpool Local Government areas
Targeted Group:	CHSP and other services in the aged care sector and CALD communities entering aged care

Accountability: The MAP Officer is responsible to the Executive Officer and accountable to the Committee of Management. The MAP 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 to provide sector support in the form of training, information, guidance and to CHSP Related Services in the South West Sydney area, and to build the capacity of CALD communities to access aged care.

Key Objectives

1. 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 CALD frail older people and their carers, and improve access for people with disability
2. Facilitate Information flow between CALD consumer groups, service providers and government
3. Support CALD Consumer Groups through advocacy and information
4. Work towards the effective implementation of strategies that enhance CALD communities' access to CHSP Services and development of services that are appropriate to their needs
5. Service Planning & Development: Cooperate with funding bodies in the planning and implementation of both expansions to funded services and improvements to the service system
6. Empower CALD service users

Community Development / Capacity Building

Support CHSP Services:

- Provide information and support to CHSP and related services to assist them to implement funding protocols
- Resource and support the MAP network in cooperation with other MAP funded workers
- Identify and provide support to individual services
- Resource and maintain the Support Services Website and Newsletter in cooperation with the rest of the Aged Care team
- Submit proposals for funding of projects that build the capacity of CALD communities to access aged care and manage funded initiatives

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 CALD community groups
- Providing information about government policy and issues impacting on services and CALD 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:

- Assisting CHSP services to empower current and potential CALD consumers through provision of information to enable informed choices;
- Working towards increasing CALD consumers' access to CHSP services;
- Developing effective partnerships with services to enhance participation of CALD groups in service planning and delivery.

Service planning and development:

- Develop and implement processes and opportunities for services to contribute to CHSP planning processes
- Maintain mapping of the service systems in order to identify/address service gaps and to enhance coordination
- Support services to work together to improve coordination of the community care system



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

General

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