

# Position Description

<b>Title</b>	Flexible Support Coordinator
<b>Business Unit</b>	Home and Community Care Program for Younger People (HACC PYP)
<b>Location</b>	25-27 Rintoul Street Morwell, Victoria 3840 and/or 37 Mason Street Warragul, Victoria 3820
<b>Employment type</b>	Ongoing - Part Time (38 hours per fortnight)
<b>Reports to</b>	Team Leader HACC PYP

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Home and Community Care Program for Younger People (HACC PYP) aims to:

- Provide individuals, aged under 65 years who require assistance to meet the requirements of daily living, using a holistic, and person centred approach to assist capacity building, self-care skills and social inclusion.
- Support these individuals to be more active and independent at home and in the community, thereby enhancing their quality of life and enabling them to live as independently and autonomously as possible, and reduce inappropriate admission to long-term residential care
- Provide flexible, timely and responsive services

The Flexible Support Coordinator will provide an active service model with emphasis on participation in everyday activities, maintaining or rebuilding confidence, improving social connectedness and emotional wellbeing, and staying active and healthy. This will be achieved through the co-ordination of Volunteers who will assist to deliver capacity building and social inclusion activities. This position will work in a way that promotes human dignity and creates conditions for social justice and equity.

## Position Description

### Flexible Support Coordinator

## 2. Scope

**Budget:** nil

**People:** nil

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## 3. Relationships

### Internal

- HACC PYP Team
- Client Service and Out of Home Care Teams
- Respite Support Workers
- Uniting Volunteer Services

### External

- Consumers
  - Community Service Providers as required
  - Volunteer Networks
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## 4. Key responsibility areas

### Service delivery

- Assist with the co-ordination and planning of the operation and delivery of HACC PYP social inclusion groups and activities in Latrobe and Baw Baw Shires.
- Assist in implementing processes for engaging participants and carers in the ongoing development, review and evaluation of activities.
- Referring to individual's goals, take account of diversity and the needs and preferences of participants when planning programs and activities.
- Oversee and, as required, participate in capacity building and social inclusion activities for participants.
- Assist to onboard and support volunteers who will contribute to the delivery of HACC PYP programs.
- Assist with the support and training of Volunteers in line with activity requirements.
- Assist with the implementation of clear processes for Volunteers to monitor, observe and provide feedback on the programs and activities.
- Participate in meetings as necessary to meet the ongoing success and requirements of the program.
- Develop partnerships with other service providers, such as allied health services and community groups to enable community access and bring relevant expertise into the organisation as required.
- Administration duties including monitoring of program expenditure, activity and client recording, service planning and promotion, and collation of data to inform program target reporting.

### Finance management

- Produce and maintain accurate records in relation to any approved expenditure within the program.

### Quality and risk

- Promote a culture of effective legislative compliance across the organisation
- Conform to and apply relevant requirements of the Law within the workplace
- Report any incident or occurrence that may constitute a breach of any legal requirement

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- Assist in program review, evaluation and continual quality improvement

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. Person specification

#### Qualifications

- Relevant tertiary/post-secondary qualifications in community services, disability, or related disciplines and experience of working with vulnerable people desired.
- Current Victorian Driver's License.
- Current First Aid and CPR Certificate

#### Experience

- Demonstrated ability to participate in a multi-skilling learning environment and be able to relate positively to a broad range of people from diverse backgrounds.
- Ability to deliver capacity building and social inclusion activities for people with all abilities.
- Knowledge of and previous working experience in the disability field.
- Experience in advocating for disadvantaged individuals with complex needs.
- Experience in coordinating and supporting Volunteers.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Child Safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Team work:** demonstrated capacity to work effectively as a member of a team.
- **Problem solving:** ability to develop creative solutions to issues that arise within the community or workplace, particularly relating to offsite activities.
- **Interpersonal skills:** sound negotiation and interpersonal skills, with proven capacity to work collaboratively with clients, colleagues and other agencies.
- **Organisational ability:** ability to organise workload and manage time effectively

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#### 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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