



## Position Description

Position title:	Elder's Social Support Co-ordinator
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification:	Level 3
Reports to:	Program Manager
Status:	0.6 EFT (3-day week) – Fixed until 30 June 2024. Subject to ongoing funding.
Date updated:	February 2024
Applications close:	Close of Business 4 <sup>th</sup> March 2024

***Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic)***

### Job Purpose

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The objective of this position is to ensure the culturally appropriate provision of a range of planned activities designed to engage Aboriginal Elders & Community Home Support (CHSP)\* Eligible clients living in the Eastern Metropolitan Region (EMR) of Melbourne. This position promotes connectedness within the community and supports clients to maintain independence in their daily lives. Furthermore, this role will support community to access their MyAgedCare package or similar to maintain their independence at home.

*\*CHSP supports Aboriginal and Torres Strait Islander people (50 years and over) who need assistance with daily living to remain living independently at home and in the community.*



## Key Responsibilities

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- Maintain cultural sensitivity and respect for all community, service providers and partner organisations.
- In consultation with Elders and eligible community members, plan a range of culturally responsive activities that cater for the group and individual needs.
- Ensure that Aboriginal CHSP eligible clients of the EMR are involved in the planning and evaluation of activities.
- Develop and implement activity planning meetings.
- Provide and arrange transport for eligible clients to attend activities.
- Maintain a culturally safe and healthy environment for community to attend planned activities.
- Ensure relevant reports and data set are met in accordance with government funding requirements.
- Ensure appropriate referral and support for clients to access other services and programs offered by MMIGP and other providers.
- Support the development and/or review of care plans; and collect feedback from clients that will assist identifying additional support they may need.
- Undertake any other duties related to this position as directed by the Program Manager or similar.
- Contribute to team meetings and attend external stakeholder meetings where relevant in a positive and constructive manner.
- Comply with all MMIGP policies, code of conduct, procedures and practices, external funding body requirements and legislation.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.
- Ensure all financial transactions are undertaken in line with approved MMIGP policy and delegations.
- Maintain current knowledge of the local service system, actively develop and maintain links with CHSP and other service providers through networking and work proactively and collaboratively with service providers to better meet the diverse needs of eligible individual clients.

## Key Selection Criteria

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- 1) Understanding of the Victorian Aboriginal community with a demonstrated understanding of the specific cultural and historical issues that impact on Aboriginal and Torres Strait Islander people, particularly in response to intergenerational trauma.
- 2) Clear understanding of Aboriginal cultural knowledge, wisdom and ways of doing and the ability to communicate effectively with Aboriginal people.
- 3) Understanding of the specific challenges that impact on Aboriginal clients engaging with the social service sector and the ability to advocacy on behalf of clients.
- 4) Sound communication skills both written and verbal with the ability to relate to a wide range of stakeholders with demonstrated proficiency in computer skills and IT knowledge.



- 5) Understanding of and building relationships with agencies that can assist Aboriginal Elders and CHSP Eligible clients.
- 6) Experience and skills in providing social support and planned activities for aged and/or disabled Aboriginal clients.
- 7) Ability to write basic reports and enter data required to fulfill funding obligations in a comprehensive and timely manner.
- 8) Demonstrated ability to undertake comprehensive assessment and assist in the development of individual care plans based on assessed needs and client goals, within the CHSP framework.

## Required

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- It is a mandatory requirement that successful applicant will be required to undertake a satisfactory Police check, Working with Children's check and hold a current Victorian driver's license.
- A current first aid certificate or willingness to obtain once employed.
- A current Victorian Driver's License
- Available to work flexible hours including weekends, school holidays and afterhours where required

## Personal Attributes

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- Strong team player with effective interpersonal skills
  - Culturally aware and inclusive
  - Ability to make sound and timely decisions
  - Ability to manage up
  - Exceptional written and verbal communication at all levels
  - Strong organisational skills, time management and high work ethics
  - Attention to detail and results orientation
  - Problem solving and solutions outlook together with self-initiative
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