Position Description

Community Home Support Program (CHSP) Coordinator

Winda-Mara Aboriginal Corporation

Winda-Mara Aboriginal Corporation (Winda-Mara) is a community controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision: *"That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives".*

Our Vision will be achieved by focusing on four themes and these are:

"People" "Organisation" "Country" "Culture"

"Mara" "Kooyoorn" "Meerang" "Culture"

Position: Community Home Support Program Coordinator

Reports to: Community Services Manager

Classification: Social, Community, Home Care and Disability Award 2010

Location: 21 Scott, Heywood, Victoria, 3304

Hours of Employment: 22.8 hours per week, Part Time

Enquiries to: Wendy Lovett, Community Services Manager, on 5527 0072 or wlovett@windamara.com

Applications addressing the Key Selection Criteria to: Sherree Chaudhry, People and Culture Manager, at PO Box 42, Heywood, Victoria, 3304 or sherreechaudhry@windamara.com

Closing Date: Monday 27th January 2020.

Primary Purpose of Position

- Provide high quality support to clients in the Community Home Support Program to maximise their independence at home and within the community.

Key Responsibilities

- Deliver planned activities for the clients social, emotional, mental and physical wellbeing
- Provide 1 on 1 assisted care when required
- At times, conduct domestic duties within the home environment
- Provide leadership to and coordinate regular team meetings with the Community Home Support workers
- Develop and maintain accurate and up to date client records
- Assist elders to register for the My Aged Care portal
- Complete relevant reporting requirements for the program
- Participate in ongoing professional development, including training and supervision
- Actively liaise and consult with key agencies
- Actively attend in local, regional and state-wide CHSP forums
- Other duties as required within the scope of this role and coordinated through line manager.

Key Selection Criteria

- Qualification in the field of Community Services or Aged Care D
- Demonstrated ability to create and lead planned activities and evaluate after each session
- Ability to assist with referring clients to other support services
- Knowledge of community and health services in the local area
- Ability to develop, implement, deliver and evaluate a program
- Demonstrated ability to develop, maintain and facilitate networks and community partnerships

- Demonstrated written skills, with experience in writing reports
- Excellent organizational and computer skills
- A sound knowledge and understanding of Aboriginal Culture, values and the ability to effectively communicate with Aboriginal people
- Well-developed interpersonal & communication skills with the ability to effectively engage with Elders in the Aboriginal Community.

General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

Conditions of Employment

- Victorian Drivers Licence
- Ability to obtain a National Police Check
- Ability to obtain a Working with Children Check