

POSITION DESCRIPTION



POSITION TITLE: Aged & Disability Volunteer Coordinator
CLASSIFICATION: Band 5
UNIT / DIVISION: Community Care/Regulatory & Community Services

HUMAN RESOURCE MANAGER:
Signature & Date

GENERAL MANAGER:
Signature & Date

INCUMBENT:
Signature & Date
.....
Print Name

POSITION OBJECTIVES

As part of the Community Care team, the Aged & Disability Volunteer Coordinator will coordinate the daily operations of food services and community transport for the Aged and Disability Services target group

KEY RESPONSIBILITIES

- Ensure services are delivered in accordance with Assessment Officers / Intake and Care Coordination Officers instructions and in line with objectives and guidelines
- Complete eligibility assessments for community transport clients
- Manage the supply of meals for the Delivered Meals Program
- Actively participate in the Aged and Disability Services Team to ensure the provision of high quality Community Support Services to Council
- Recruit, train and support meals on meals volunteers
- Negotiate and clarify the roles and responsibilities Aged & Disability Services Volunteers
- Provide flexible and innovative ways in which to develop volunteer programs
- Ensure all Occupational Health and Safety and duty of care requirements are met for both clients, staff and volunteers
- Assist in the development and implementation of policies and procedures as required
- Assist in the management of program budget
- Adhere to fortnightly service target measures and financial resources, as directed by Aged and Disability Services Coordinator

POSITION DESCRIPTION

ORGANISATIONAL RELATIONSHIPS

Reports to:	Aged & Disability Services Coordinator
Supervises/Manages/Coordinates:	Volunteers of the Aged & Disability Services
Internal Liaisons:	General Manager Regulatory & Community Services Community Care Manager Training & Volunteers Coordinator All staff
External Liaisons:	Aged & Disability clients, careers and representatives Health Service Providers Food Services Contractors Volunteer Agencies Members of the Public

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide specialist advice to internal and external stakeholders within Council guidelines and delegated authority
- Provide support within area of expertise as required
- Act within set objectives, budgets and consult with senior staff as appropriate

JUDGEMENT AND DECISION MAKING

- Make decisions based on knowledge of department goals and objectives
- Use previously acquired experience and knowledge to solve problems
- Guidance and advice would usually be available within the time required to make a decision

SPECIALIST KNOWLEDGE AND SKILLS

- Good understanding of technology, procedures and processes relevant to the unit
- Ability to interpret and follow regulations including relevant policies, regulations and precedents
- Understanding of the long term goals of the unit and appreciation of the goals of the wider organisation
- Knowledge of the Local Government Act and associated regulations
- Proficiency in the use of electronic hardware and software, and the ability to learn new software/systems

MANAGEMENT SKILLS

- Manage own time, set priorities, planning and organising own work and where required that of other employees to efficiently achieve specific and set objectives
- Understanding of personnel practices including those related to equal employment opportunity, occupational health and safety and employees training and development

POSITION DESCRIPTION

INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required
- Ability to establish rapport and to contribute to a pro-active work culture
- Conduct research and write reports in field of expertise
- Preparation of external correspondence
- Strong written and oral communication skills

QUALIFICATIONS AND EXPERIENCE

Mandatory

- Degree or Diploma in Health or Human Services Industry, or lesser formal qualification with relevant experience
- Experience working with the Aged and Disability Services Target Population
- National Police Check
- Valid driver's licence

Desirable

- Local Government experience and knowledge

Key Selection Criteria

- Relevant qualifications and experience
- Demonstrated knowledge of the range of issues facing frail aged, disabled people and their carers
- Demonstrated knowledge of the Aged and Disability Service System
- Knowledge of the Home and Community Care (HACC) Programme for Younger People (PYP) and Commonwealth Home Care Programme (CHSP) and current reforms

Other Prerequisites – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.