

## Position Description

<b>Position Title/ Number</b>	Program Leader – New Horizons / P5009
<b>Type of Employment/EFT</b>	Part time/0.16 EFT (6 hours per week) Ongoing
<b>Program Area/Service Unit</b>	Social Support Groups and Respite/Community Connections
<b>Award/Agreement/ Classification</b>	Victorian Stand-Alone Community Health Services (Health & Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022. Personal Care Worker Grade 2
<b>Reports To</b>	Team Leader - Social Support Groups and Respite
<b>Location</b>	12-28 Macedon Street Sunbury

### *Sunbury and Cobaw Community Health*

Sunbury and Cobaw Community Health (SCCH) operates with a multidisciplinary team structure and employees are required to incorporate activities relating to health promotion, community consultation, early identification and intervention and individual and community capacity building within their role. Employees are expected to participate as a member of SCCH team and provide services within a social model of health that recognises the effect of social, economic, cultural and political factors and conditions on health and wellbeing.

Sunbury and Cobaw Community Health are committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQ) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age. Sunbury and Cobaw Community Health is an Equal Opportunity employer.

Sunbury and Cobaw Community Health is also the official employer of staff working for a number of other organisations, including the Hume-Whittlesea Primary Care Partnership (PCP) and the Sunbury Aboriginal Corporation.

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April 2022

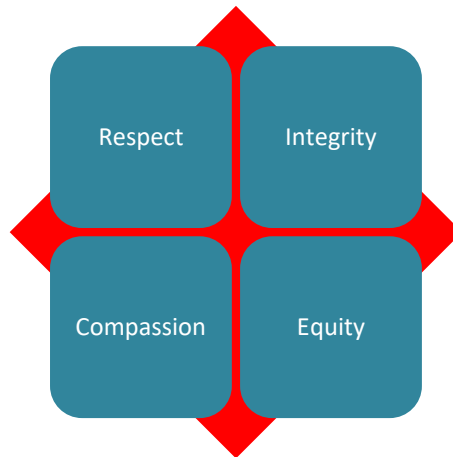
Scheduled Review: April 2023

Approved by: Manager Community  
Connections

Version No. 1.1

*Our Values*

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**It takes a village.....to belong and grow**

Our community is stronger when everyone finds belonging. We believe there is strength and wisdom in diversity. We believe that everyone has unique abilities and something to contribute. We believe that learning and growth continues over a lifetime. Every day we strive to work with and support people at all stages of their life, to improve and expand their potential. We will be in the community, supporting community to create opportunities for all to learn, grow and belong.

**Passionately engaged.....with our community and each other**

We are passionately engaged with people to support each other and build community. We are enthusiastic about what others can achieve. We genuinely care. We encourage and inspire each other. We celebrate together.

**We do the right thing .....not just the easy thing**

We are serious about our moral and social responsibility to do the right thing. We are transparent and honest. We take responsibility for our actions. We strive to get it right, even when the right way isn't clear. We don't take short-cuts. We consider and plan our actions.

**We make things happen ..... we get things done**

We seek out opportunities. We ask 'why?' and 'why not'? We innovate. We learn from our successes and mistakes. We work 'hands-on' and get things done. We pitch in and go the extra mile.

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### *The Program Unit/Team*

The Social Support Groups & Respite (SSG&R) team is part of the Community Connectin unit that sits within the Aged Care, Disability & Clinical Services division. The SS&R teams provide a range of support and services to marginalised groups and individuals living across the Macedon Ranges and Hume areas. The Social Support & Respite services are available for people who are affected by dementia, ageing, disability and / or social isolation.

The Social Support Group and Respite Program also contributes to creating a stimulating and enjoyable environment that provides participants with opportunities for social connections and building functional capacity.

### *The Position*

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This position is responsible for planning a fun and varied weekly social recreational activity group for people under the age of 65 years with a disability.

The group aims to facilitate independence in social and living skills for participants as well as providing respite for carers.

The New Horizons program operates on a Tues evening between 5pm-9pm. Preparation time commences from 3.00pm weekly, Activities are both centre and community based with an evening meal included in activity program.

### **Key Duties & Responsibilities**

#### **New Horizons Groups**

- To plan and coordinate the weekly social recreational group New Horizons program in conjunction with the Team Leader Social Support Groups and Respite Services
- Respond promptly and appropriately to family and carers of participants including referral to Team Leader as required.
- To facilitate a relaxed fun and supportive environment for new and regular group participants
- Develop a Goal Directed Care Plan for each participant in consultation with the client and their family or carer
- To plan a mealtime option at either external community venues or at the centre in conjunction with the Social Support Groups & Respite cook
- To evaluate the New Horizons Group on a regular basis and implement recommended outcomes
- To support other staff involved in New Horizons and ensure they are familiar with the needs of participants and requirements of weekly activities
- To work within a program budget as delegated and to document and account for petty cash transactions and client contributions
- To work within the requirements of the NDIS guidelines

#### **General Responsibilities**

- Ensure compliance with organisational and local policy, procedure and work instructions including Occupational Health and Safety
- To engage in ongoing professional education and actively engage in regular management and professional supervision and participate in reviews and evaluation of work performed to ensure it is effective and appropriate to the organisation's goals and objectives
- Attend Staff meetings, relevant network meetings, program planning and professional development sessions.

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- Engage in ongoing professional development and quality improvement activities
- Other duties as required to achieve position specific or organisational objectives

The scope of practice is:

- 1. Target Population:** Service users, their families and carers
- 2. Service Delivery Model:** Groups
- 3. Service Location:** Centre based with some Community based programs

### *The Person*

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The personal attributes needed to fit this role are:

- Empathy and a genuine interest in supporting participants to live independently and achieve their goals.
- A commitment to working from a strengths-based approach with participants.
- Listens actively and inspires confidence and trust
- Creativity, energy and compassion
- Flexibility to innovate within a changing environment
- Ability to plan work and establish appropriate priorities

### *Key Selection Criteria*

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Applications must include written responses to the following:

**Essential:**

1. Experience in leading and facilitating group programs preferably with young adults with disabilities
2. Demonstrated experience developing and evaluating programs, preferably for people with disabilities
3. An understanding of goal directed plans and experience working with participants to develop personalised plans
4. Understanding of NDIS principles guidelines and legislation
5. A clear understanding of and demonstrated commitment to upholding confidentiality and privacy requirements
6. Excellent communication and interpersonal skills, adaptable to a wide stakeholder group including people with compromised communication abilities
7. Sound knowledge of the MS Office suite and a willingness to learn other computer programs.

**Desirable:**

1. Previous experience working with young adult with special needs in the community health sector.

**Qualifications, Registration and/or Experience**

Certificate 3 in either Community Services, Service Coordination, Aged Care or Lifestyle

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## ***Other Requirements***

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### **Quality**

- Assist in the development and implementation of the organisation’s quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of SCCH policies and procedures.

### **Occupational Health & Safety and Risk Management**

All employees have a responsibility to occupational health and safety at SCCH. Employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

### **General**

- It is the responsibility of all employees to work within SCCH’s Code of Conduct and represent SCCH as a professional and client-focused organisation and to promote its range of services
- Comply with SCCH’s Deed of Delegation
- Comply with and contribute to SCCH’s Policies, Procedures and Work Instructions
- Carry out all other duties as directed consistent with SCCH’s Strategic Direction
- Attend employee meetings, relevant network meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities
- Participate and actively engage in regular Supervision
- Other duties as required to achieve position specific or organisational objectives
- Be conversant with computer systems and other technology relevant to the position

### ***Additional information***

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- Sunbury and Cobaw Community Health (SCCH) is an Equal Opportunity Employer.
- SCCH is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- The successful incumbent will be required to undertake and maintain a National Criminal History Check (NCHC), a NDIS Worker Screening check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).

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- SCCH is committed to promoting and protecting the interests and safety of children. SCCH has **zero** tolerance of child abuse. All employees working at SCCH are responsible for the care and protection of children and reporting information about child abuse.
- SCCH reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to SCCH's area of operation.
- Salary sacrifice arrangements are available to all permanent employees subject SCCH's ongoing Fringe Benefits Tax exempt status.
- The position requires a current Victorian Driver's licence.

### ***Acknowledgement***

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I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

<b>Name:</b> <i>(Please Print)</i>
<b>Signature:</b> <i>(Incumbent)</i>
<b>Date:</b>