

SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

Community Partner's Program Worker Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: administration@celas.org.au | Web: www.celas.org.au
Address: 209 Nicholson Street, Footscray VICTORIA 3011



CELAS Community Partner's Program Worker Position Description

The purpose of the CELAS Community Partner's Program Worker is to deliver the key outcomes of the Community Partners Project funded by the Department of Health and Ageing. The Community Partners Project aims to assist communities to receive support to access culturally appropriate aged care services across the full continuum of care. It is proposed that this will be achieved through a three tier process which will include: promotion, consultations and education as well as partnerships and networking with other service providers.

Position Details

Title:	CELAS Community Partner's Program Worker
Work Location:	Footscray, Victoria
Employment Type:	Fixed Term until March 2011 – Part-time [45 hours per fortnight]
Salary Range:	As per SACS Award Certified Agreement 2000 Class I [inc. Superannuation]
Further information:	Alba Sosa
Phone:	(613) 9687 0181
Position reports to:	Aged Care Programs Manager
Closing Date:	12 March 2010

Organisational Environment

About CELAS

CELAS is a community agency based in Melbourne, Australia. Since 1977, we have assisted the Spanish speaking community of Victoria. Our mission is to help individuals so that, through active participation, they may develop their potential to live a prosperous life.

Our objective is to meet the needs of Spanish speakers in the fields of education, interpretation, health and social assistance, among others. The strength of CELAS throughout all these years lies in understanding the needs of the community it serves, as well as our demonstrated ability to offer programs and services that fulfil these needs.

Duties and Responsibilities

- To increase the SS community's knowledge and capacity to access aged care assistance and services through information provision and support.
- To develop and deliver information sessions, presentations and/or consultations to inform the Spanish speaking community how to access aged care assistance and services through information provision and support.

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- To educate the SS community about common issues relating to health, social and economical factors affecting older people.
- To provide information, education, referral and support to families, aged care recipients and carers, in relation to all facets of aged care.
- Work with service providers to increase culturally appropriate services for the SS community.
- To advertise and promote a campaign through ethnic media: newspapers articles, radio interviews, ethnic radio, media releases.
- Development of partnerships with key service providers and peak organizations to provide information and support in a culturally appropriate manner to the SS community.
- To work in close liaison with Carers Victoria Australia, Alzheimer's Australia and PICAC (and other mainstream service providers as required), in relation to education and cultural needs of the Spanish speaking elderly clients.
- Implementation of community capacity strategies to empower SS people, their families and carers to make informed decisions in relation to their wellbeing
- To take part in any relevant networks such as Carers Victoria Australia, Alzheimer's Australia or other Ethnic Service Network
- Implementation of culturally appropriate solutions to identified barriers experienced by SS people when accessing aged care service and supports.
- Focus on promotion, education and awareness raising activities at the local level.
- To establish a formal support group to build social connectedness.
- Formation of Project Advisory Committee to assist in implementation of the funded program and to ensure community ownership of the project once the funding period ceases.
- Develop and implement a communication strategy to raise awareness about services available.
- Develop and distribute related materials.
- To develop a resource booklet with important information and contacts, specific to the needs of carers and elderly SS people.
- To develop a web page containing all important information and contacts, focusing in the needs for elderly Spanish speaking people.
- To report regularly to the Aged Programs Manager to oversee the development of the CPP program.
- To research all necessary material for the constant improvement of the CPP
- To be able to identify barriers that is preventing the Spanish speaking people to educate/inform themselves about the service and assistance available for elderly SS people and their carers.
- To communicate effectively to ensure a clear and concise communication with clients, service providers and CELAS staff and Aged Programs Manager.

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Skills, Qualifications, Attributes

Skills

- Experience and knowledge of Aged Care services.
- Skills in planning, monitoring and evaluation of programs and services
- Knowledge of the SCOTT referral procedures
- Knowledge and understanding of the issues affecting elderly members of the Spanish speaking community.
- Ability to link with other service providers, networking.
- Computer skills

Attributes

- Ability to speak, write and read Spanish fluently
- Accountable and independent (able to work with minimal supervision)
- Common sense and good problem solving skills
- Flexibility
- Cooperative and good interpersonal skills (to liaise with co workers, clients and other persons)
- Good communication skills (both written and oral) to be able to convey ideas and concepts clearly
- Effective time management skills, be able to prioritise efficiently
- Awareness of the issues and constraints (funding, resources and the like) of working within the community sector, and hence a commitment to helping people who may be in need.
- Commitment to gaining the best results for clients

Qualifications

- Social work or similar tertiary qualification
- Certificate in Aged Care, Community Development or the like

Accountability

This position is directly accountable to the Aged Care Programs Manager. The worker will undergo a performance appraisal once per year to discuss achievements of the agreed work plan. Supervision meetings with the Aged Care Programs Manager will be organised once a week or as required.

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Conditions of Employment

(i) Duration of Employment

22.5 hours per week. The incumbent will be offered a twelve months position if the 3 month probationary period is successful.

(ii) Salary and Conditions

According to the qualifications and experience based on the SACS Award Community Development Worker scale

Selection Criteria

- Demonstrated experience working in the Aged Care Sector, and any relevant qualifications.
- Demonstrated experience working with older people in particular relating to promotion of services
- Demonstrated experience and knowledge of the Home and Community Care and aged services field

Other Relevant Information

▪ How and Where to Apply

Applicants are encouraged to visit www.celas.org.au to obtain 'Information for Job Applicants' which is an outline of our application, assessment and selection processes when working with CELAS. Applicants without Internet access may obtain a copy from the contact listed under 'Position Details'.

Applications marked 'confidential' must be posted to: CELAS Recruitment Officer, 209 Nicholson Street, Footscray VIC 3011.

▪ Employment Safety Screening Requirements

CELAS is committed to selecting people able to provide quality services and a safe working environment to our clients. Accordingly, we have rigorous employment safety screening requirements for all new employees.

All competitive applicants will be required to undergo additional employment safety screening. This involves establishing identity, consenting to a National Criminal History Records check, and verification of claims through referee comments.

All of our employees are required to comply with relevant CELAS personnel related policies.

▪ Diversity

CELAS adheres to the Equal Employment Opportunity principles, values diversity and encourages applications from a diverse array of backgrounds.

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- Agreement/Award Coverage

This role is covered by the SACS Award Certified Agreement 2000 Class I.

Specific Health and Safety Requirements

CELAS is committed to minimise Occupational Health & Safety (OHS) risks in the workplace. Employees are required to be familiar with, adhere to and use or manage the relevant policies, guidelines, procedures.

Privacy Notification

CELAS requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.