

Local Team Project Officer \$71k - \$77k pa + super

Holdsworth Values – Trust, Kindness, Openness and Independence

Holdsworth believes in a community where all people have the support and services they need to maintain an independent, active and fulfilling life.

Our Community

Throughout the Eastern Suburbs, we support:

- children and adults living with intellectual disabilities;
- older people who may be frail, ill, lacking mobility, experiencing social isolation or living with dementia;
- their families and care givers; and
- families with young children.

About the Opportunity

Holdsworth is delivering more personalised supports to our community members through our Local Team structure. By working closely with participants in and around their home, staff can connect them with activities and people in their own neighbourhood. Our Local Teams support people as people, whether they are older, or living with a disability. The structure also offers a fulfilling work opportunity through closer relationships with participants, autonomy in decision making and better work / life balance.

We are looking for a passionate and motivated **Local Team Project Officer** to support our growing Local Team in Randwick.

We are currently recruiting for a full-time, fixed contract position until 30 June 2021. Join us now, as we establish this exciting new initiative!

Key Responsibilities:

- Promote person centred opportunities for people which support their individual aspirations;
- Undertake assessments and establish services (NDIS and CHSP);
- Liaise with participants and their families, monitoring changes;
- Organise local monthly team meetings;
- Support coaching of Support Workers and Team Leaders;
- Introduce and buddy new staff into services;
- Provide emergency back-up if support staff are not available;
- Identify training gaps within the team;
- Support rostering of local team staff; and
- Promote compliance with NDIS Practice Standards and the Aged Care Quality Standards

About You:

- Strong desire to work in partnership with people to generate meaningful outcomes with a strong commitment to a person-centred approach;
- Sound knowledge of the National Disability Insurance Scheme (NDIS);
- Demonstrated strong time management skills including prioritisation of competing tasks;
- Excellent communication skills and demonstrated ability to work effectively with community members, staff and other agencies;
- Computer literacy, word processing and database competencies;
- A current, Class C Driver's Licence and own comprehensively insured vehicle; and
- Tertiary qualifications in social work, disabilities, nursing, community services or similar will be advantageous.

Benefits:

- Flexible working hours;
- 35 instead of 38-hour work week;
- Mobile phone and laptop;
- Values driven work environment.

Application:

If you want a rewarding role, then apply now to join us and make a real difference to people from all walks of life. Holdsworth celebrates diversity and welcomes applications from everybody.

Please download the Job Description from our website: <https://holdsworth.org.au/work-with-us/> and please call Simon Wise on [02 9302 3600](tel:0293023600) to discuss the role.

Should you wish to apply via email, your application can be sent to simon.wise@holdsworth.org.au

Please note: Interviews will take place upon application. Although we appreciate the time and effort of all applicants, unfortunately only shortlisted applicants will be contacted.

POSITION DETAILS

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| Position Title: | Local Team Project Officer |
| Position Aim: | Support older people and people living with a disability to live meaningful and healthy lives integrated with their local community. |
| Reporting to: | Local Team Coordinator/s |
| Reports: | Local Team Leaders |
| Award Placement | SCHCADS Award Level 4 |
| Position Based: | Office and Community |
| Position Status: | Full Time – Contract until end of FY 20/21 |
| Hours: | 35 hours per week – Monday to Friday |

All positions at Holdsworth are classified under of the Social, Community, Home Care and Disability

Services Industry Award 2010. Remuneration will be negotiated based on experience.

Special Requirements:

- All employees of the Centre must undergo a National Criminal check and have a current Working with Children background check.

A. Key Areas of Responsibility

➤ Participants

- Promote person centred opportunities for people which support their individual aspirations;
- Promote participant's rights and communicate their responsibilities;
- Carry out assessments to understand participant's individual circumstances and appropriate funding options for people with less complex needs;
- Work in partnership with participants to develop strategies which promote their wellbeing and personal goals;
- Support the implementation of person-centred service plans for assessed participants;
- Provide direct support when establishing services to model best practice staff & develop strategies;
- Where appropriate, make referrals to local services, professionals and mainstream activities;
- Monitor changes in participants' circumstances and share with the support team;
- Meet and liaise with participants and families with regards any issues, concerns and enquiries related to service delivery;
- Seek feedback from participants and their families and ensure feedback is recorded and communicated to others to create improvement;
- Ensure appropriate records are kept of participant information on Holdsworth's database;
- Promote the safety and wellbeing of participants at all times.

➤ Programs and Services

- Support the design and planning of Holdsworth's services in response to participant preferences and within the context of local, state & national guidelines & priorities;
- Support the quality delivery of existing services or plan, design and establish innovative services and activities in response to the unique needs of local participants and their families;
- Support safe and viable group supports which respond to the interests of participants;
- Promote and comply with NDIS Practice Standards and the Aged Care Quality Standards;
- Support the collection of statistics about sources and nature of referrals to assist in service development & planning;
- Record service delivery in order to report team output and financial progress;
- Use appropriate PPE at all times and devices as supplied by Holdsworth.

➤ Staff & Volunteers

- Model best practice for direct support staff;
- Organise local monthly team meetings;
- Support regular team leader & support worker meetings and case conferences;
- Introduce and buddy new staff into new services;

- Provide emergency back-up if staff not available;
- Support coaching Support Workers and Team Leader professional development;
- Conducting PEPs with Support Workers and Team Leaders;
- Support rostering of local team staff;
- Support and motivate the local team staff & volunteers to promote the smooth running of services;
- Constructively work with the team to resolve issues affecting staff relationships and performance;
- Refer issues relating to disputes, grievances or poor performance to Coordinator or HR Officer;
- Monitor and advise of ongoing training requirements for you and your team;
- Assess, prioritise and where appropriate, deliver training as per staff program needs;
- Promote the safety and wellbeing of staff and volunteers at all times.

➤ Community Partners

- Develop networks with local community resources, services and providers;
- Represent Holdsworth in the community in a positive manner; and
- Assist with communication and information dissemination for Holdsworth Community.

➤ Governance/Administration

- Report all incidents, complaints and compliments;
- Provide input to your Coordinator around the future direction of programs and services;
- Implement continuous improvement methodology in all aspects of operations;
- Develop effective systems to ensure most effective use of available resources;
- Other duties related to position as directed by Coordinators; and
- Comply with Holdsworth policies, procedures and Code of Conduct at all times.

B. Key Performance Indicators:

- Positive interaction with participants and partner organisations in the community evidenced by positive feedback from stakeholders;
- Successful design and delivery of quality supports which align with the aspirations of participants;
- Positive contribution to the motivation and morale of the Holdsworth team;
- Evidence of accurate and relevant recording and reporting of data.