
JOB VACANCY

Multicultural Access & Referral Service (MARS) Coordinator/CHSP Worker

Part-time: 28 hs/week Tuesdays to Fridays

Salary and conditions: above SCHADS Award (level 5.1), \$48.77 per hour,

\$ 1,365.56 per week

Excellent employment conditions.

Closing date for applications: 5.00 pm on Friday 7th July 2023.

The Multicultural Network Inc (TMN) is a non-profit community organisation working to strengthen the capacity of our diverse communities.

The Multicultural Network Inc is seeking a Multicultural Access & Referral Service (MARS) Coordinator /CHSP Worker for the South West Sydney area, covering Bankstown, Fairfield and Liverpool LGAs to coordinate the delivery of CALD aged care information and referral service.

MARS assists frail CALD older people to liaise with My Aged Care and to select and engage services. The position also works to support the CHSP aged care sector as part of a team that delivers information, support, training and resources to strengthen sector's capacity to provide high quality aged care.

The successful candidate would have relevant project management, social services/community work qualifications and experience and understanding of the CHSP program. This suits an applicant with experience in reporting, facilitating guidance and information to the aged care sector and developing initiatives for better informed aging communities. The role requires someone with proficient organisational and computer skills.

Position Specification: Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent including overseas qualifications; demonstrated experience in project

management; demonstrated experience in delivering information, training and presentations; excellent communication skills both written and verbal; significant experience to network, liaise, manage and enhance collaborative partnerships with key stakeholders in particular governments, CHSP services and the wider aged care sector and, the ability to prioritise competing demands and complete the tasks within agreed timeframe.

Please address the following criteria in your application. You **MUST** address the selection criteria for your application to be considered:

Essential Criteria

1. Minimum qualifications as Diploma in Community Services, Degree in Social Sciences or equivalent including overseas qualifications
2. Demonstrated experience in project management
3. Demonstrated experience in delivering information, training and presentations
4. Excellent communication skills both written and verbal
5. Significant experience to network, liaise, manage and enhance collaborative partnerships with key stakeholders in particular governments, CHSP services and the wider aged care sector
6. Ability to prioritise competing demands and complete the tasks within agreed timeframes.

Desirable Criteria

1. Knowledge/experience working in SW Sydney
2. Bilingual/bicultural

For further enquiries: please contact Roxana Rascon – Executive Officer: eo@tmn.net.au or Mob: 0404 156 465.

Written applications must address the essential and desirable criteria and include contact details of at least 2 work referees. Applications without addressing selection criteria won't be considered

Please note the closing date for applications to this job is 5.00 pm on Friday 7th July, 2023. Please email your application to: eo@tmn.net.au

The successful candidate is required to undergo relevant checks.

Job Description

Position Title: Multicultural Access and Referral Service
(MARS) Coordinator & CHSP Worker

Responsible Management Committee and Executive Officer

& Accountable To:

Geographical Areas: Bankstown, Liverpool and Fairfield Local Government areas.

Terms: Part-time, 28 hours per week, salary and conditions in accordance with the SCHADS Level 5

POSITION GOAL

To increase access and engagement of CHSP aged care services for frail aged culturally and linguistically diverse (CALD) communities.

To support, resource, inform and address training needs of the aged care sector, as part of the CHSP funded team.

Multicultural Advocacy & Referral Service Co-Ordinator duties

- To oversee the implementation of the MARS activities in the CHSP workplan, coordinating all aspects of the service, including the contractual engagement of partner ethno-specific organisations, training of and support to Linkworkers, ensuring service compliance with CHSP manual and aged care standards and all administrative duties of the project.
- Be a key contact for the service and do intakes and referrals as required
- Promote the service and develop strategies to inform the community on service's scope and languages available. Develop and maintain strategic links with culturally and linguistically diverse communities
- Monitor service budget
- Provide training to Linkworkers to increase their knowledge of the CHSP service system and the referral process
- Facilitate group support and training meetings for Linkworkers
- Monitor accountability requirements for Dep or Health and Aged Care, including completing reporting and acquittals
- Monitor/establish service agreements with brokerage organisations

- Coordinate review of service and priority communities annually to ensure the service is responding to changing needs and to include new/emerging communities.

CHSP Worker duties

To work as part of a team and support the SSDO and MAP worker in providing sector support through the provision of information, training and resources enabling them to provide high quality aged care service within available resources and a more coordinated and responsive Community Care System for frail older people.

The MARS Coordinator and CHSP Worker will in all aspects of her work:

- Adhere to the policies, procedures and practices of the The Multicultural Network Inc. (TMN)
- Liaise and consult with the TMN Management Committee on a regular basis.
- Report to TMN Management Committee on a regular basis.

Organisational duties

- Maintain relevant project office duties.
- Attend relevant seminars, training and conferences.
- Attend relevant Management meetings and provide written monthly reports.
- Attend regular staff meeting to ensure team work.
- To assist the organisation to build a cohesive, constructive, happy and effective team by:
 - Assisting in the identification of the training and support you need to improve performance of your duties;
 - Participating in Team Member meetings, attending in-service training, supervision, workplace reviews and Team Member appraisals as required;
 - Keeping your supervisor informed of any problems that may arise in the performance of your duties;
 - Assisting in other duties while Team Members are on leave; ○ Supporting and working cooperatively with other Team Members including: The training of other Team Members as directed;

Behaving in a professional, honest and ethical manner, respecting persons, place and property;

Passing on all relevant and appropriate information to other Team Members to ensure the Service operates effectively; and

Undertaking your duties in a manner which enhances the well being of the team. Other duties as reasonably required