MCSP Centre Coordinator

About the company.

We are a leading independent not for profit community organization. We embrace innovative service approaches and have over 40 years' combined experience in providing services to local people. We build community capacity and resilience. Our team consists of 140 staff and almost 300 passionate volunteers.

Our goal is to enrich the lives of older people and to do this we value every one of our staff and empower them to work in a supportive and collaborative manner to build an outstanding service.

About the role.

A fantastic opportunity has become available for a Centre Coordinator to support our Meeting Centre Support Program which has been designed to support people living with mild to moderate dementia and their families.

We are in search of a social worker / equivalent who is energetic and enthusiastic individual to assist the Program Leader with the coordination of the day to day operation of the meeting centre, and the ability to create an enjoyable environment for clients.

This is a fixed term part time role of approximately 22 hours a week.

To be successful in this role, the following qualifications and/or experience are essential:

Mandatory

• Current driving license (essential)
• Criminal history clearance

Skills and Experience

• Tertiary education in Health, Social Work or Counselling;
• Knowledge and experience in Dementia Care
• Continuous quality improvement and evaluation
• Experience in team and group work

Benefits.

• Attractive salary with salary sacrifice options
• Flexible work options

As an EEO employer we welcome applications from people of NESB and ATSI backgrounds.

To obtain an information pack visit http://3bridges.org.au/about-us/people/careers/

To apply click apply below or for more information contact Dragana Bozinovski on 1300 327 434 or email dragana.bozinovski@3bridges.org.au

Applicants must address the selection criteria above. Applicants who forward resume without addressing the criteria will not be considered.

Applications close: September 15th 2017
JOB DESCRIPTION:
MCSP Centre Coordinator

POSITION DETAILS

Responsible to: MCSP Program Leader

Responsible for: Coordinating the day to day operation of the Meeting Centre site in consultation with the Program Leader.

Level
SCHCADS Level 5
2 year fixed term contract

Objective: The activities of the centre are managed in accordance with the pilot requirements.

Direct reports:
Diversional Therapist
Volunteer Support Workers

Indirect reports: Nil

Location:
Roselands Meeting Centre
Penshurst Community Centre

Hours per week:
22.80 hours per week
Monday, Tuesday and Wednesday with the option of an additional day

ABOUT THE ROLE

This pilot program is designed to support people living with mild to moderate dementia and their families. You will be integral to the delivery of this European model of care that will be trialled in 3 community settings over a 2 year period. You will work closely with a team of specialist Social Workers, Diversional Therapists and Volunteers in delivering the program participants.

SELECTION CRITERIA

Essential Skills and Experience
- Tertiary education in Health, Social Work or Counselling;
- Knowledge and experience in Dementia Care
- Continuous quality improvement and evaluation
- Experience in team and group work

Desirable Criteria
- Carer support experience
- Group work experience

Pre requisites
- Current driving license (essential)
- Criminal history clearance

Benefits
Our vision – People living in connected and enriched communities.

- Attractive salary sacrifice options.
- Flexible work options.

**PERSONAL ATTRIBUTES**

- Problem solver
- Social perceptiveness
- Exceptional communicator
- Values continuous improvement and innovation

**KEY RESPONSIBILITIES**

The Centre Coordinator, under the guidance of the Program Leader, will be responsible of:

- Providing structure and management of daily activities undertaken at the centre;
- Organising psychomotor group therapy and other therapies in conjunction with the Diversional Therapist;
- Developing individual support plans for people with dementia and their carers;
- Facilitating Carer Discussion groups;
- Organising monthly information sessions and/or events for carers;
- Providing weekly consultation hours for people with dementia and their carers;
- Providing guidance and enabling effective communication between the person with dementia and/or their carers and make appropriate referrals when necessary;
- Organising and chairing bi-monthly meetings for all participants of the meeting centre including staff and volunteers;
- Providing Case Management when required;
- Monitoring and reviewing the support provided and the participants' progress towards desired outcomes;
- Managing the financial requirements of the activities undertaken at the centre.
- Overseeing all administrative and office support for the relevant Meeting Centre.

**Quality management**

- Acting in accordance with and contributing to the organisations quality management system.

**Work health and safety**

- Ensuring compliance with Work Health and Safety legislation, regulations and organisational policies and procedures across all services.
- Ensuring emergency management plans and WHS processes are implemented and reviewed at the relevant Meeting Centre.

**ORGANISATIONAL RESPONSIBILITIES**

- Maintain an understanding of community/client needs and engage in planning, strategic direction setting and implementation of new directions.
- Decision-making, reporting and other responsibilities within agreed delegations, in relation to services and programs.
- Operate within the Quality Management System, Procedures and Manual

**ORGANISATIONAL VALUES**

The following corporate values and behaviours underpin the working environment at 3Bridges Community and assist us in delivering our vision:
<table>
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<tr>
<th>Values</th>
<th>Behaviours</th>
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| **VIBRANT** by being energetic and engaging. | • Seeking opportunities to do better.  
• Building inclusive relationships.  
• Learning and growing with our community. |
| **OPENNESS** by being welcoming, honest and transparent. | • Open in sharing knowledge and information.  
• Open to new ideas and ways of working.  
• Integrity in all we do. |
| **INNOVATION** in driving new ideas, opportunities to build a better community. | • Advocating for the community.  
• Leading change.  
• Continually improving |
| **COLLABORATION** by embracing new ideas, teamwork and partnerships. | • Working as a team.  
• Delivering valued services for our community.  
• Respecting differences. |
| **EXCELLENCE** through being recognised as leaders in the community. | • Striving to be the best we can.  
• Quality is a part of everything we do.  
• Professional performance. |

**BACKGROUND CHECKS**
- Working With Children Check – No
- Police Criminal History Check – Yes

**ORGANISATIONAL STANDARDS AND EXPECTATIONS**
- Behaviour and Code of Conduct.
- Privacy and Confidentiality Agreement.
- Organisational policies and procedures.
- Decision making and delegation matrix.
- Aspire to and support the organisational values and vision.
- 3Bridges Community strategic plan.

**RELATED DOCUMENTS**
- Contract of employment.
- Behaviour and Code of Conduct.
- Privacy and Confidential Agreement.
- Key performance indicators.
- Strategic and Business Plans.

**Approved:** 23 August 2017
About the Meeting Centre Support Program

This MCSP consists of community based service delivery involving health care professionals, people with dementia, carers and support structures into a friendly and supportive environment. The model comprises connected community based hubs of 15 people supported in ordinary life settings such as, community centres as opposed to a hospital or clinic.

For People with Dementia and their carers the model is intended to:

- Lead to earlier participation in support programs post diagnosis
- Develop trusting relationships with others
- Provide a place where it is easier to accept help
- Share care with others in similar circumstances
- Reduce anxiety and depression
- Delay transition to residential care

The 3Bridges Trial will utilise methodology, tools and templates from MeetingDem. MEETINGDEM is a European JPND funded project aimed at implementing and evaluating the innovative Meeting Centers Support Programme (MCSP) for community dwelling people with dementia and their carers. The programme has been developed and evaluated in the Netherlands, and is being adaptively implemented in three European countries, i.e. Italy, Poland and the United Kingdom. Within each participating country a national project team of at least one research institute is conducting an implementation study.

Australian Trail

This will be the first trial of the program outside of Europe / UK and the trial is being funded under a Department of Health (Commonwealth) funding agreement (dementia and Aged Care Services Fund) (DACs). The trial will be completed by June 2019. This innovative model has the potential to inform and guide public policy development and lead to an inclusive and integrated model of dementia care and support in Australia.

The University of Sydney will partner with the project team to conduct the clinical evaluation of the trial.

The program will target 150 people with mild to moderate dementia and their carers.

The model has been found to reduce depressive symptoms, raise self-esteem for dementia sufferers and postpone transition to formal care settings. It has been extensively piloted and evaluated in 142 centres in the Netherlands and is the subject of a 3 country pilot involving Poland, Italy and the UK.

To learn more about this program please visit: https://www.meetingdem.eu/
About 3Bridges Community

We are a new community organisation drawing upon 40 years experience in supporting the communities of South Eastern Sydney. We aim to increase opportunities for people to work, care and grow in our community. We exist to:

– serve as a focal point for the provision of services targeting the most disadvantaged people in the community to relieve suffering, distress, misfortune, destitution or helplessness;
– assist and support families and individuals in our community to manage the challenges in their lives through the provision of services including case management, crisis intervention, counselling, childcare and a broad range of ongoing support services;
– stimulate community development.

Our scope of operations include:

– Early intervention and prevention programs for young isolated mothers and youth aged 12 to 18 and their families.
– Before and After School and Vacation Care services for school aged children located at 4 sites within schools and a community centre.
– Training services to increase capacity in the sector and community.
– Pathways to employment and social enterprises such as our home building service which helps people stay at home through home modifications.
– Social cohesion programs aimed to reduce isolation and enhance the quality of life for young adults with a disability and volunteer options
– Positive and Healthy Ageing centres, respite care, carers support, home care for the elderly and people with a disability.

We are a not for profit organisation. Our team consists of 140 staff and almost 300 volunteers. Our organisation is supported through $5.9m in funding from a range of local, state and commonwealth programs as well as, the generous support of our many supporters. We received total income of over $12m per year.

Why more people would like to work with us

As an employer, we offer a wide range of flexible and “family friendly” working arrangements, aimed at creating an inclusive working environment in which all employees are able to achieve a healthy work/life balance. We also offer a competitive salary packaging program aimed at increasing the take home pay for permanent employees.

What our employees say about us

Our most recent confidential staff culture survey found:

– 84% of our employees are looking forward to continuing to work with us
– 85% believe the quality of our work is high
– 85% agree our working conditions are flexible
– 96% believe there is an open acceptance of cultural difference
– 81% like working with us

Salary packaging

General packaging

3Bridges Community utilises its fringe benefit tax exempt status to provide remuneration packaging for eligible team members (permanent or fixed term employees). The premise of Salary Packaging is simple: reduce an employee’s annual tax liabilities so that their disposable income is increased. This includes up to the maximum limit allowable under current fringe benefits tax legislation (currently set at $30,000 grossed up) may be packaged as fringe (non-cash) benefits.

Dining out expenses

In addition, staff can access a Meal Entertainment Card which allows employees to set
aside money from each pay to put exclusively towards dining out. This money is transferred to your card before it’s subjected to income tax, so it effectively grants you tax free dining. Best of all, this benefit is available over and above the $16,050 Salary Packaging threshold for 3Bridges Community permanent or fixed term employees. You can use your Meal Entertainment Card to pay at any restaurant, café, hotel, take away outlet with a dine-in facility or for meals provided by a caterer (such as wedding receptions or parties) where Visa is accepted.

**Venue hire**

3Bridges Community employees are also able to salary package accommodation and venue hire expenses in addition to general salary packaging. Employees can salary package the cost of holiday accommodation. It can be anything from an overnight stay to accommodation during a three month European holiday that you can package Tax Free without affecting what you normally Salary Package.

It doesn’t matter whether you stay in a caravan, cabin, motel, bed & breakfast or hotel. More details can be found at racvsalarysolutions.com.au.

**Family Friendly Policies**

*Achieving Balance through Flexible Working Arrangements.*

3Bridges Community is committed to providing fair and flexible conditions to staff, understanding that we all need to balance a range of activities and roles in our lives. We offer family friendly policies for individuals that need increased flexibility, through leave and working conditions. These provide a basis for discussion and negotiation when family situations need more flexible work arrangements such as fractional and part-time employment, rostered days office, time in lieu and more.

The following policies and procedures recognise that the provision of flexible work options is linked to enhanced organisational capabilities.

**Rostered Days Off (RDO)**

As part of 3Bridges Community’s flexible approach to working conditions permanent full time employees have access to rostered days off. Full-time 38 hour a week permanent workers are offered the opportunity to work an eight hour day in order to accumulate one rostered day off per four week cycle.

**Time in lieu**

By mutual agreement, an employee may be compensated by way of time off instead of payment of overtime (time for time) within three (3) months of it being accrued. This allows employees to attend personal commitments during traditional working hours.

**Study Leave**

Ongoing education of employees is valued by 3Bridges Community to support continuous improvement of service provision and career development. Employees can access up to 5 days per annum for approved training and development programs.

**Maternity & parental leave**

Our maternity leave provisions allow our employees to access parental leave when a child is born or adopted. Parental leave entitlements include maternity leave, paternity and partner leave, adoption leave, special maternity leave, a safe job and no safe job leave and a right to return to old job.

**Variation to traditional office hours**

Variation to traditional working hours will depend on the nature of the role and service commitments. An employee may be able to vary start and finish times by negotiating flexible working hours with their Manager.

**Working from home**

Our Working From Home Policy and procedures provides for casual / adhoc working from home arrangements where work traditionally performed in the work place may be carried out at home.

**Part time options**

A large percentage of our work force are employed on part time basis. This allows
employees to manage their caring or parenting obligations more effectively.

**Child Care**

3Bridges Community operate both before and after school care as well as, vacation care across 5 sites in the St George and Inner West Region. Staff are able to access these services and bookings (subject to availability) can be made on a full-time or part-time basis.

**Employees with disabilities and carer's responsibilities**

3Bridges Community is a strong advocate for and supporter of job applicants or employees who have a disability, an illness or responsibility for the care of a family member. We assist employees to fulfil their carer’s responsibilities by making reasonable adjustments to their working arrangements.

**Leave Purchase Scheme**

Full time employees are able to participate in a purchase leave program to achieve a work / life balance. Employees may apply purchase either 10 days (2 weeks) or 20 days (4 weeks) additional annual leave in a 12 month period.

**NAIDOC Week**

All Aboriginal or Torres Strait Islander employees are entitled to one day off during NAIDOC Week to celebrate.
HOW TO APPLY

Only applications that address the selection criteria will be considered.

When applying for a position, you must:

- Write about your experience and skills
  
  Please write about your experience and skills in each of the areas listed in the ‘Selection Criteria’.

- Provide the names of two referees and their contact phone number
  
  A referee is someone who is familiar with your work. If you are selected for an interview, and the interview panel is interested in offering you the position, we will first contact your referees to confirm your skills, abilities and experience.

- Provide a copy of your resume.
  
  If the above information is not provided, you may not be offered an interview, as the Interview Panel will be unable to determine your suitability for the position.

Interview Panel

An Interview Panel comprising up to three (3) members will be established to cull applications (select suitable applicants for interview), write the interview questions, interview applicants and contact referees.

The Interview Panel may consist of the 3Bridges Senior Manager, Line Manager and one other.

3Bridges Community abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way. Where any member of the Interview Panel knows an applicant, that member must disclose how they know the applicant. If the relationship between the parties is a conflict of interest and will influence the Interview Panel member’s ability to provide a fair and non-biased opinion, the Interview Panel member will be replaced as soon as possible.

The Interview Panel has the discretion to interview applicants who may have not clearly addressed all the essential criteria, but have demonstrated potential to fulfil the criteria. This will give the interview panel the opportunity to more fully examine the applicant’s credentials.

The Interview Panel will re-advertise the position if there are no applicants who fulfil at least the essential qualifications stipulated in the advertisement.

Culling process for applications

Once applications are received, and after the closing date, the interview panel will cull applications.

All applications will be treated as confidential and only members of the interview panel will view and discuss applications.

In culling applications, the interview panel will progressively exclude those applicants who do not adequately meet the requirements of the advertised position.
Overseas qualifications
Overseas qualifications will be considered and accepted wherever possible and appropriate.

Interview process
If you are selected for an interview, you will be informed, with reasonable notice, of:

- the time of the interview
- the approximate duration of the interview
- the number of people on the panel
- the place of the interview
- any expectations regarding examples of previous work, etc.

Interview questions may be made available to interviewees ten (10) minutes prior to the commencement of their respective interview. This decision is at the discretion of the relevant senior manager.

The interview questions will be standard for all interviewees and will be based on the selection criteria and the position description.

Decision-making
The Interview Panel will decide the successful applicant. A member from the Interview Panel will contact the Referees of the successful applicant. The information received will be confidential and shared only with the Interview Panel.

A member of the Interview Panel will contact the successful Applicant. Once the position has been accepted, unsuccessful applicants will be informed of the outcome of their application.