**WELLNESS AND REABLEMENT CONSULTANT (South West)**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>POSITION NO:</th>
<th>1915</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTORATE:</td>
<td>Community Development</td>
</tr>
<tr>
<td>STATUS:</td>
<td>Temporary Part Time</td>
</tr>
<tr>
<td>OCCUPANT:</td>
<td>Vacant</td>
</tr>
<tr>
<td>DATE:</td>
<td>May 2019</td>
</tr>
</tbody>
</table>

**POSITION CONTEXT & OBJECTIVE(S):**

In the Barwon South Western Region there will be two sub-regional Wellness and Reablement Industry Consultants. One will cover the five local government areas in the South West of the region and the other will cover the four LGAs at the Barwon (Geelong) end of the region. This position description pertains to the South West Industry Consultant.

The Wellness and Reablement Industry Consultant (South West) will work collaboratively with the Wellness and Reablement Industry Consultant (Barwon), other members of the Sector Development Team and representatives of the respective State and Commonwealth Departments that fund the position.

The position will provide guidance and support to Commonwealth Home Support Program (CHSP) and Home and Community Care Program for Younger Persons (HACC PYP) funded agencies in the South West of the region on the continued implementation and embedding of Wellness and Reablement.

Warrnambool City Council (WCC) is funded to provide a broad range of CHSP and HACC PYP services to support older people, people with disabilities and carers to experience positive ageing through continuing opportunities for health, participation and security. WCC is the auspice for the South West Industry Consultant with the position located in the Active Ageing and Inclusion team.

**KEY RESPONSIBILITIES AND DUTIES:**

- Providing practical operational advice and support to agencies to put the Wellness and Reablement approach into practice.
- Building and maintaining positive relationships with the range of agencies funded to deliver CHSP and HACC PYP services in their sub-region to achieve a partnership approach to implementing the Wellness and Reablement initiative.
- Acting as the key communication point for Wellness and Reablement developments and information within the region.
- Providing expert and authoritative advice to the Department of Health & Human Services Sector Development team and Commonwealth Home Support Programme Team on barriers, enablers, risks and solutions for funded agencies in embedding a Wellness and Reablement approach. This will involve attending state-wide meetings, training, forums and workshops as well as participating in quarterly regional steering group meetings.
- Facilitating opportunities to promote a shared understanding of the Wellness and enablement approach among CHSP and HACC PYP funded service providers in BSW region. This will include working with Regional and State wide stakeholders to deliver Regional Wellness and Reablement workshops / forums designed to achieve a consistent understanding of the Wellness and Reablement approach and its implications for practice and systems.
- Developing opportunities for client and carer feedback to be incorporated into the initiative.
- Assisting in capturing the views of particular special needs groups and stakeholders on the Wellness and Reablement implementation, at the sub-regional level, in collaboration with other sector development staff.
- Maintaining an ongoing awareness and critical analysis of developments and policy initiatives relevant to the Wellness and Reablement initiative at a regional, state and national level.
- Preparing and presenting detailed comprehensive reports on the Wellness and Reablement development as required, as well as preparing ad hoc update reports.
- Participate in Active Ageing and Inclusion team activities as required.
FIT 2 WORK CHECK/WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Police Records and/or Working with Children Check.

OTHER DUTIES:

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of Warrnambool City Council’s Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS:

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Community Support Service Manager.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervises:</td>
<td>N/A</td>
</tr>
<tr>
<td>Internal Contacts:</td>
<td>Manager Capacity, Access and Inclusion, Home Support staff and other Council staff.</td>
</tr>
<tr>
<td>External Contacts:</td>
<td>Wellness and Reablement Industry Consultant (Barwon), Commonwealth Home Support Program and Home and Community Care Program for Younger Persons funded agencies in the South West, Department of Health &amp; Human Services Sector Development Team and Commonwealth Home Support Programme Team.</td>
</tr>
</tbody>
</table>

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Authority to manage the operations of delegated responsibilities in accordance with funding requirements and Council policies and/or delegations.
- Responsible for the achievement of the role and work related personal goals.

JUDGEMENT AND DECISION MAKING:

- This position functions with autonomy governed by clear objectives and a budget with a regular reporting mechanism to ensure adherence to objectives and financial parameters.
- The nature of the work is specialised with methods, procedures and processes developed from theory or precedent. Problem solving may involve the application of these techniques to new situations. Guidance and advice will be available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Well developed conceptual and working knowledge of the home and community care sector and government strategic directions.
- Demonstrated experience in the management and development of community care programs.
- Well developed skills in the management of human and financial resources.
- Demonstrated capacity to develop effective and productive partnerships with funding bodies, key stakeholders and networks to strengthen service capacity to best respond to community needs.
- High level analytical, research and report writing skills.
- Knowledge of the local government sector and the important role of Council in a regional community.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Managing time, setting priorities, planning and organising work to meet competing demands.
- Budget development and financial control.
Developing and implementing administrative and operational systems and procedures.
Service planning and development.
Demonstrated ability to provide leadership and support to delegated staff.

INTERPERSONAL SKILLS:
The following interpersonal skills are required to be demonstrated:
- Well developed skills in oral and written communication.
- An ability to gain co-operation and assistance from clients, key stakeholders and employees in the management and development of the service.
- An ability to liaise with industry counterparts and government agencies to discuss specialist matters.

QUALIFICATIONS AND EXPERIENCE:
The following qualifications and experience are desirable for the position:
- Tertiary qualifications in health and/or community services.
- A minimum of three years’ experience in community service management.
- Current drivers licence.

CONDITIONS OF EMPLOYMENT:
The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

AGREEMENT:
I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

KEY SELECTION CRITERIA:
The following competencies are required for this role.
1. Highly developed skills in partnership development and stakeholder management.
2. Excellent project management skills.
3. Demonstrated understanding of the Wellness and Reablement approach, including underpinning policy and its practical implementation within the Commonwealth Home Support Program and HACC Program for Younger Persons.
4. Understanding of cultural change within an organization or service.
5. Ability to motivate and train staff.
6. Highly developed interpersonal and communication skills
7. Strong submission and report writing skills

Applicants should address the key selection criteria in their submission.
TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is readily available by contacting the Organisation Development Branch.

CODE OF ETHICS:

In addition to recognised professional ethics, Council requires the appointee to adhere to the following principles –

He/she shall not use for his/her personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of his/her employment by the Council.

An employee of Council must not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person with intent to cause detriment to the Council.

In addition, employees shall not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989.

Information obtained through employment with the Warrnambool City Council is confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

ORGANISATIONAL RESPONSIBILITIES

In addition to the duties as specified in each Position Description, the following standards/duties shall apply to all staff:

Customer Services Standards

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice.
- Ensure Council’s Risk Management Policy & Procedures are observed and complied with.
Personal Development & Conduct

- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Technology & Records Management:

- Ensure appropriate and thorough electronic file management within the corporate library system is maintained.
- Ensure effective utilisation of electronic file management techniques eg: create folders, search for files, print files, etc.
- Ensure effective use of relevant application software systems (appropriate level of training provided).

Organisation Development:

- Participate in the Employee Opinion Surveys as requested.
- Participate in Warrnambool City Council's Business Excellence Program and other corporate development programs.

ANNUAL REVIEW

Staff participate in an Annual Performance Review which is undertaken in May/June each year. The Review comprises as a minimum assessment of the following:

- Meeting of established performance objectives.
- Acquisition and satisfactory utilisation of new or enhanced skills.
- Satisfactory service according to Council criteria.
- Review of salary grading based on adopted remuneration management system.

HOURS OF DUTY:

The hours of duty are a minimum of 54 hours per fortnight.

TENURE:

The tenure of this position is Temporary Part Time until 30 June 2020.

MINIMUM EMPLOYMENT PERIOD:

This position is subject to a minimum employment period (6 months qualifying) during which time the employee's suitability for ongoing employment will be assessed.

SALARY:

This position is classified Band 7 and carries a salary range of $85,522 to $95,486 per annum (pro-rata) (exclusive of 9.5% superannuation).

Commuter use of a Council Car will be included with this position in accordance with Council's Light Fleet Policy.

The actual salary will be agreed with the successful applicant taking into account skill level and experience.
LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years' service. Personal leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of personal leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.

The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

RESIGNATION/TERMINATION:

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

SMOKING:

Smoking is not permitted in the Council owned and/or managed buildings and also Council vehicles, including plant.

EMPLOYEE BENEFITS:

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the following employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships
Privacy Act Information

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Privacy Act Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

INTERVIEW:

Applicants should be prepared to attend a personal interview, if required.

MEDICAL:

Applicants may be asked to undergo medical assessment in relation to skills required.

POLICE CHECK/WORKING WITH CHILDREN'S CHECK:

Applicants may be required to undergo a Police Check and/or Working with Children’s Check prior to commencement in a position. (The requirement will be specified in the Position Description)

DRIVERS LICENCE:

Applicants may be required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.