

CLASSIFICATION: Band 6
OCCUPANT: Vacant
DATE: January 2023

POSITION CONTEXT & OBJECTIVE(S):

The CHSP provides entry-level support to assist older people aged 65 years and over (50 years and over for Aboriginal and Torres Strait Islander people) to remain living at home and in their community. The CHSP program is being restructured to the 'Support at Home Program' which will be introduced in July 2024. This program will consolidate current home care programs including the Home Care Package Program, the Commonwealth Home Support Program, and the Short-Term Restorative Care Program. This change will bring significant changes to the way home care services are delivered and funded.

To assist in this transition the Commonwealth government has provided funding towards delivering activities that support CHSP providers through upcoming reform processes associated with transitioning to the Support at Home program

This role will provide expert guidance, through collaboration and consultation with sector wide stakeholders, on the implementation of the Support at Home program and prepare service providers for the transition to the new program. The role will involve attending state-wide meetings, training, forums and workshops as well as participating in quarterly regional steering group meetings

KEY RESPONSIBILITIES AND DUTIES:

1. In collaboration with CHSP funded organisations across the South West Region develop change management strategies to prepare and embed CHSP changes.
2. Acting as the key communication point for Support at Home program developments and information within the region.
3. Providing expert and authoritative advice to the Commonwealth Home Support program providers on progression, barriers, enablers, risks and solutions for the progression to the Support at Home program.
4. Building and maintaining positive relationships with the range of agencies funded to deliver CHSP services in their sub-region to achieve a partnership approach to implementing the Support at Home program.
5. Prepare reports concerning the progression and implementation of the Support at Home program for CHSP services.
6. Attend regular network and state meetings and act as a key liaison for the dissemination and promotion of relevant resources and updates
7. Develop positive relationships with Service Providers in the region to share, collaborate, network, and learn from each other as service providers.
8. Work collaboratively with Aged and Community Service Sector to maximise staff skill and training development opportunities.
9. Exhibit a flexible and adaptive mindset to enable responses to possible changes identified by the National Aged Care Reforms and as changes are implemented in the CHSP funding environment.
10. Lead consultation and community engagement opportunities that support the development of strategic documents, policy and plans.
11. Other duties as requested in line with the capacity, qualifications and experience of the position

KEY SELECTION CRITERIA:

Applicants **must** address the following in their applications:

- Demonstrated understanding and experience working with the Commonwealth Home Support Program and understanding of the Support at Home program and its proposed implementation.
- High-level ability to analyse relevant information leading to well informed decisions.
- Proven ability to form and maintain strong networks. Particularly governments, CHSP services and the wider aged care sector.
- Demonstrated experience in delivering information, training and presentations.
- Excellent communication skills both written and verbal.

OUR ORGANISATIONAL VALUES

WORKING TOWARDS A BETTER WARRNAMBOOL



The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

YES

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Service Manager Community Care
Supervises:	N/A
Internal Contacts:	Manager Capacity, Access and Inclusion, Home Support staff and other Council staff.
External Contacts:	Wellness and Reablement Industry Consultant (Barwon), Commonwealth Home Support Program and funded agencies in the South West, Department of Health & Human Services Sector Development Team and Commonwealth Home Support Program Team.

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:

Plan and coordinate the provision services that meet the goals outlined in the CHSP Program Manual 2022-2023, Section 3.3.4, including:

- Allocation of program resources to achieve the program goals
- Prepare and submit performance reports to funding bodies
- Have input into strategy where required by as developed by senior management.
- Represent Council in relevant networks, working groups, meeting and forums, and other community engagements and advocate in the best interests of our community and municipality.

SPECIALIST KNOWLEDGE AND SKILLS:

- 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:

- Managing time, setting priorities, planning and organising work to meet competing demands.

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- 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:

- Well-developed skills in oral and written communication.
- An ability to gain cooperation 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:

- Tertiary qualifications in health and/or community services. Diploma qualification in Health, Community Services or other relevant qualifications / experience (i.e minimum 2 years' experience in a similar role);
- A minimum of three years' experience in community service management.
- Current drivers license.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

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.

Name:	
Signature:	
Date:	