



# Position Description

Position Identification			
<b>Position Title:</b>	Elder Abuse Prevention - Project Coordinator		
<b>Direct Reports</b>	Nil	<b>Indirect Reports:</b>	Nil
<b>HRIS Position Number:</b>		<b>Effective Date:</b>	October 2018
<b>Location:</b>	Brunswick		
<b>Scope of Practice:</b>	Not Applicable		
<b>Delegation of Authority:</b>	Refer to Delegation of Authority Policy		
<b>Agreement/Classification</b> <small>*For HR use only</small>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement <ul style="list-style-type: none"> <li>Level 5 (Community Development Worker, Grade 2B)</li> </ul>		
Organisational Context			
<b>Divisional:</b>	Aged & Primary Care		
<b>Program:</b>	Aged Care	<b>Unit:</b>	Aged Care
<b>Organisational Chart</b>	<pre> graph TD     GM[General Manager, Aged &amp; Primary] --&gt; M[Manager, Aged Care]     M --&gt; C[Coordinator, Home Care &amp; Healthy Ageing]     C --&gt; EAP[Elder Abuse Prevention - Project Coordinator]           </pre>		
Position Summary			
<ul style="list-style-type: none"> <li>The Elder Abuse Prevention - Project Coordinator will coordinate the Elder Abuse Prevention Networks for the Northern and Western region. You will be working with internal and external key stakeholders to plan and deliver activities that work towards the long term objective of prevention of elder abuse across the community</li> </ul>			
Position Accountabilities			
<p><b>Project Development, Coordination and Promotion</b></p> <ul style="list-style-type: none"> <li>Coordinate two local elder abuse prevention networks focused on the primary prevention of elder abuse and raising community awareness of elder abuse.</li> <li>Plan and deliver activities that work towards the long term objective of prevention of elder abuse across the community.</li> <li>Develop and implement elder abuse prevention work plans in consultation with the Department of Health and Human Services, Integrated Model of Care Partners, and Senior Rights Victoria.</li> </ul>			



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	<ul style="list-style-type: none"><li>• Work with partner organisations to develop/review and implement elder abuse policies, protocols and referral pathways to assist members of the community who may disclose elder abuse.</li><li>• Work with partner organisations and community groups, in particular the LGBTI and CALD communities to conduct workshops and community events to address elder abuse prevention.</li><li>• Work with partner organisations and community groups to raise awareness of elder abuse through a range of media platforms.</li><li>• Coordinate and deliver events around World Elder Abuse Awareness Day and Victoria against Violence (White Ribbon Day).</li><li>• Participate in relevant network meetings</li><li>• Contribute to the independent evaluation of the Integrated Model of Care Trial</li><li>• Ensure all compliance requirements related to the funding and service agreement are met</li><li>• Prepare progress reports against the overall funding objectives.</li><li>• Actively promote the work on elder abuse prevention in line with government’s commitment to the prevention of family violence</li><li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li><li>• Undertake any reasonable additional tasks as directed by Merri Health.</li><li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li></ul>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"><li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks.</li></ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li><li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li><li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li><li>• May be required to occasionally lift and carry items weighing up to 10kgs</li></ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"><li>• Be proactive in risk identification, notification and management.</li><li>• Comply with Merri Health’s policies and procedures</li><li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li></ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to</i></p>



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	<i>join our workforce.</i>
<b>Capabilities</b>	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can found within Merri Health's Capability Matrix.
<b>Key Selection Criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Social Work or Community Development</li> <li>• Highly developed communication (verbal and written) and negotiation skills</li> <li>• Demonstrated skills and experience in social policy and project management, ideally in a community development context.</li> <li>• Demonstrated experience in promotion and marketing of services to increase market reach</li> <li>• Well-developed planning, time management and working with multiple stakeholders</li> <li>• Capacity to maintain effective working relationships with key stakeholders build and participate in partnerships and participate actively in networks.</li> <li>• Computer literacy and ability to use electronic client management databases</li> <li>• Knowledge of the Aged Care Service System including My Aged Care</li> <li>• Knowledge and understanding of elder abuse and elder abuse prevention.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• A second language relevant to the area</li> <li>• Motivational interviewing and health coaching</li> <li>• Skills in service development and promotion</li> <li>• Application of social media</li> </ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"> <li>• National Police check</li> <li>• Working with Children check</li> <li>• Current full or probationary Drivers Licence</li> </ul>