

Position Description

Seniors Project Officer

Ethnic Communities' Council of Victoria Inc. (ECCV) is the voice of multicultural Victoria. It is a community based, member driven peak advocacy body for ethnic and multicultural organisations committed to empowering people from diverse multicultural backgrounds.

Our purpose is to help build a culturally diverse and cohesive society that is just, fair, and inclusive with specific reference to the needs and aspirations of Victorians from culturally and linguistically diverse backgrounds.

Our Values

- Integrity
- Empowerment
- Respect
- Social Cohesion
- Equality
- Innovation

Position Specification

Role Title:	Seniors Project Officer
Term:	Until June 2018
Reports to:	Executive Officer
Employment type:	Full-time (negotiable)
Salary & Conditions:	In line with Class 3, Level 6, Pay point 1 of the Social, Community, Home Care and Disability Services Industry Award 2010 + 10% super

Position Statement

This position is to implement the state-wide initiative funded by the Victorian Department of Health and Human Services to provide culturally diverse seniors with information on elder abuse and access to social participation grants. This position will continue the work of a three-year project, funded from 2015-18.

The project has two main objectives:

1. Raising Awareness of Elder Abuse in Ethnic Communities: To develop and implement a state-wide community awareness raising program on Elder Abuse Prevention in partnership with Senior Rights Victoria to meet the needs of clients from culturally and linguistically diverse backgrounds.
2. Participation for CALD Seniors: To promote and facilitate access to the CALD Social Participation Grants.

Key areas of work are stakeholder management, project implementation and coordination.

This position requires significant project coordination experience with a particular focus on community development. The position requires an ability to work independently with minimal supervision. The incumbent will work with culturally diverse community groups, ethno-specific and multicultural service providers, representatives of the Victorian Department of Health and Human Services, Senior Rights Victoria and other key stakeholders. The position requires travel within Victoria.

Responsibilities include, but are not limited to:

1. Raising Awareness of Elder Abuse in CALD communities

- Coordinate and implement the Raising awareness of Elder Abuse in Ethnic Communities project in accordance with the project work-plan
- Arrange meetings, workshops, events and other support as required in order to implement the projects, including organising and conducting community consultation, advisory groups and steering committees
- Deliver training to bilingual educators, in partnership with Seniors Rights Victoria and manage a large bilingual education program, as well as developing translated resources
- Provide policy advocacy and advice on the needs of ethnic seniors and communicating findings from the project to stakeholders
- Maintaining an effective and comprehensive database, including efficient ways of storing information and tracking progress
- Advocate for the continuation of the project

2. Participation for CALD Seniors Grants program

- Coordinate and implement the Participation for CALD Seniors grants program in accordance with the project work-plan.
- Provide over the phone and face-to-face support for ethnic seniors, ethno-specific and multicultural agencies to support application, project delivery and reporting requirements
- Research and develop case studies and advise on continuous improvement of grant program
- Identify common themes or emerging issues for ethnic seniors
- Maintaining an effective and comprehensive database, including efficient ways of storing information and tracking progress
- Advocate for the continuation of the project

Key Selection Criteria

- Demonstrated responsibility for a successful and strategic project management in the human services area, in particular ethnic seniors. What steps do you take?
- Demonstrated ability in arranging meetings, workshops, events and support for groups such as bilingual educators and community education delivery.
- An understanding of ethnic seniors and working with them.
- Demonstrated experience and understanding of ethnic community access and equity issues in relation to isolated seniors and seniors rights. Knowledge of elder abuse and its prevention is desirable.
- Demonstrated capacity to build and maintain networks and relationships with senior level government and community stakeholders.
- Strong communication skills, written and verbal, with a demonstrated ability to clearly and concisely articulate views and produce quality written reports.
- Well organised, self-motivated with evidence of initiative and timely project completion.
- Strong PC skills, including all main Office applications, especially Excel and database management.

- Experience in policy advocacy to a range of agencies.

Qualifications

Tertiary qualification or equivalent experience in social studies, health sciences, social work, public policy or another relevant discipline highly desirable.

Conditions

All conditions are in line with the Social, Community, Home Care and Disability Services Industry Award 2010 with the exception that this position is funded until June 2018 subject to funding and performance. A three month probationary period applies.

ECCV is an Equal Opportunity Employer. Suitably qualified candidates from a non-English speaking background are encouraged to apply. A full drivers licence and access to a roadworthy vehicle is required. Reimbursement for travel on per kilometre basis can be made.

Application Process

Applications addressing the Key Selection Criteria to be sent by email or to the following address by midnight Saturday, 8 July 2017:

Dr Irene Bouzo, Executive Officer
Suite 101, 398 Sydney Road
Coburg VIC 3058

For a discussion contact Dr Irene Bouzo on 03 9354 9555.

E: eccv@eccv.org.au

T: 03 9354 9555

F: 03 9350 2694