

POSITION DESCRIPTION

POSITION TITLE:	SRS BUSINESS SUPPORT COORDINATOR		
COMPANY DIVISION:	Aged & Community Services		Outreach
OFFICE LOCATION:	Geelong		
REPORTS TO:	Outreach Team Leader		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • SAVVI Supporting Connections Worker • Outreach Case Managers 		
CLASSIFICATION & CONDITIONS:	St Laurence Community Services EBA		
STATUS:	Part Time – 18 hours per week over 3 days		

THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

Vision: To build inclusive communities

Mission: Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.

POSITION:

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

DESCRIPTION OF DIVISION

Genu Outreach provides a range of DHHS funded services that support vulnerable Victorians. These include:

Community Reconnections program (CRP) that aims to link people who are homeless or at risk of becoming homeless with long-term sustainable housing

Housing Support for the Aged (HSAP) supports vulnerable Victorians 50 years and over with complex care needs who are facing a range of social, financial and health issues that contribute to their tenancy being at risk.

SAVVI Supporting Connections program supports residents living in SAVVI funded Supported Residential Services (SRS) in Geelong with assistance to access community services to meet individual needs and to participate in activities of choice.

SAVVI (Supporting Accommodation for Vulnerable Victorians Initiative) FCR (Facility Cost Relief) and Amenity and Safety provides a financial contribution to assist proprietors meet specified running costs of SAVVI SRS and to improve the comfort and safety of facilities and a range of repairs and maintenance. SAVVI also includes targeted projects and capacity building activities.

PURPOSES OF THE POSITION

The purpose of this position is to administer and implement the SAVVI program (excluding SAVVI Supporting Connections program) currently in two pensioner level SRS in Geelong and one in Warrnambool. This includes:

- Developing and implementing annual expenditure plans for Facility Cost Relief in line with program guidelines and in partnership with SRS proprietors, notifying the Authorised Officer.
- Developing priorities for Amenity and Safety expenditure in partnership with SRS proprietors and DHHS. Includes an annual expenditure plan.
- Facilitating SAVVI projects as required.
- Identifying and implementing cluster based activities to support the improvement of proprietor's skills and knowledge and facilitating linkages both within the cluster and the wider community including local services. Includes developing an annual cluster plan and noting DHHS priorities.

POSITION:

SUMMARY OF POSITION RESPONSIBILITIES

The position is responsible to the Outreach Team Leader for key accountabilities and the achievement of Key Performance Indicators.

KEY RESULT AREAS

- The SAVVI program is administered in line with the SAVVI program guidelines as developed by the Department of Health and Human Services.
- SAVVI reporting is completed by due dates as per the SAVVI program guidelines.
- The expected outcomes as described in the program guidelines are achieved in a timely manner.
- Innovative strategies and options are developed in conjunction with SRS proprietors for improving services and achieving increased positive outcomes for the residents of pension level SRS's.
- Collaborative and co-operative partnerships are maintained with SAVVI funded SRS Proprietors and DHHS.
- Regular, timely and informative reports are provided to the Manager on the performance of all services delivered and activities undertaken.
- Contribute to the development of the staff team in a manner that ensures the team attains it's maximum potential including:
 - Contributing to ensure high staff morale and workforce well-being
 - Participate in individual performance assessment and review and regular supervision
 - Undertaking training as agreed to in supervision
 - knowledge of and adherence to all policies and procedures
- Assist the Manager to ensure that the SAVVI program budget is managed in a cost effective and timely way within budget allocation.
- Manage plan budgets.
- Meet all Key Performance Indicators as amended from time to time.
- All legislative requirements are adhered to.
- Understand current federal, state and local government public policy prescriptions and academic research findings as these relate service delivery.

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

KNOWLEDGE, SKILLS AND EXPERIENCE

POSITION:

SELECTION CRITERIA

Qualifications:

Essential:

- Certificate IV in Aged Care/Disability or equivalent
- Skills for investigating, planning and developing innovative strategies and options in conjunction with SRS proprietors for improving services and achieving increased positive outcomes for the residents of pension level SRS's who may include the aged, people with a disability, people who are experiencing social isolation and those who are socially disadvantaged.
- Highly developed interpersonal and communication skills both verbal and written.
- Demonstrated analytical skills in relation to:
 - Preparation of reports and other written material
 - Preparation of budgets and financial plans, to ensure the full expenditure of such plans within SAVVI Guidelines in a timely manner.
 - Demonstrated understanding of and ability to implement services within the Welfare and Disability industry including at the Commonwealth, State and local government levels with particular attention for: *Supported Residential Services (Private Proprietors) Act 2010*, Supported Residential Services (Private Proprietors) Regulations 2012 & SAVVI Guidelines.
- Ability to encourage, forge and maintain collaborative and co-operative partnerships with Pension level SRS Proprietors, other agencies and funding bodies to advance the mission of the Organisation.
- Ability to work autonomously and in multi-disciplined teams in a reliable and highly professional manner, with demonstrated ability to work effectively with staff at all levels of the organisation.
- Experience in preparation and delivery of Quality Systems/Risk Management education.
- Proven time management and goal setting skills with the ability to effectively manage time and projects, set priorities, plan and organise work in an environment of conflicting changing demands.
- Excellent organisational skills with the ability to work to prescribed deadlines.
- Demonstration of well-developed computer skills with an emphasis on Word, Excel, Internet search and e-mail applications.
- A current Victorian Driver's Licence and a comprehensively insured vehicle.

Desirable:

- Qualification and or knowledge of Business Management and of Corporate Planning principles Demonstrated working knowledge of financial management to a trial balance budget model.
- Demonstrated knowledge of, or qualifications in OH&S.
- Knowledge of relevant Commonwealth and State funding program and policy directions.
- Demonstrated commitment to social justice.

POSITION:

- Understanding of the social, psychological and physical aspects of disability, social isolation and disadvantage including a commitment to the principles and practice of client self-determination and individual support.

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION			
	Frequency Required		
	Often	Sometimes	Rarely
Bending		✓	
Computer based tasks	✓		
Driving		✓	
Kneeling			✓
Lifting		✓	
Sitting	✓		
Standing		✓	
Walking		✓	