

# Position Description

POSITIONS DETAILS	Elder and Disability Program Lead
LOCATION:	Ceduna, Port Lincoln, Whyalla, Yalata, Oak Valley or Adelaide
DEPARTMENT:	SAWCAN PROJECTS
REPORTS TO:	Programs Manager, SAWCAN
DIRECT REPORTS:	Aboriginal Community Connector – Disability; and Education and Support Officer
DATE UPDATED:	October 2024
HOURS OF WORK:	1.0 Full-time, 37.5 HOURS PER WEEK
AWARD CLASSIFICATION:	Health Professionals & Support Services Award 2020 Level 9
BASE SALARY	\$99,985.60 per year plus superannuation
ADDITIONAL EMPLOYMENT CONDITIONS:	As described in letter of offer
PROBATION AND PERFORMANCE REVIEWS	Performance reviews will occur annually.
CONTRACT TIMEFRAME:	12 month, with possibility for extension pending funding

ABOUT SAWCAN
<p>SAWCAN is a partnership consortium consisting of five ACCHOs on the Eyre Peninsula and Far West Coast of South Australia:</p> <ul style="list-style-type: none"> <li>• Nunyara Aboriginal Health Service in Whyalla</li> <li>• Port Lincoln Aboriginal Health Service in Port Lincoln</li> <li>• Yadu Health Aboriginal Corporation in Ceduna</li> <li>• Tullawon Health Service in Yalata</li> <li>• Oak Valley Health Service in Oak Valley</li> </ul> <p>Together, the five member ACCHOs provide comprehensive primary health care to approximately 5,500 Aboriginal people in a region from Whyalla, west to the WA border (approx. 1,300km geographical distance).</p> <p>The purpose of SAWCAN is to work collaboratively as a region to:</p> <ul style="list-style-type: none"> <li>• Build capacity within the region to achieve improved health and wellness outcomes for Aboriginal people</li> <li>• Demonstrate a strengths-based approach to achieving large scale solutions</li> <li>• Share and co-operate with each other to utilise each other's skills, experience and specialist knowledge</li> <li>• Leverage opportunities by advocating as one voice</li> </ul>

- Become a central point of contact that provides advice and direction to external parties on any Aboriginal specific funds and programs coming into our region as it relates to health and wellbeing
- Act as a point of truth telling and supporting each other

#### **KEY POSITION OBJECTIVES**

The Elder and Disability Program Lead will be responsible for management, coordination and delivery of various regional projects on behalf of the SAWCAN in relation to disability and Aged Care. These projects include the:

- Aboriginal disAbility Alliance (AAA), and any associated disability related programs such as the Remote Community Connector Program
- Elder Care Support Program

The position will lead the implementation of comprehensive Project Plans for each of the above programs and coordinate the delivery of all project tasks and meet the project objectives and reporting requirements.

The Elder and Disability Program Lead will supervise and support multiple staff and travel across the Eyre Peninsula and Far West Coast to ensuring engagement with each of the communities involved in the project to achieve these results.

#### **KEY PERFORMANCE INDICATORS AND RESPONSIBILITIES**

The Elder and Disability Program Lead will:

##### *Project management:*

- Implement comprehensive regional project plans in accordance with funding requirements and objectives
- Support each of the ACCHOs develop and implement locally based activity work plan in relation to disability and aged care.
- Work across the region to ensure staff working within the project understand the overarching project plan and how they fit into it
- Manage program budgets
- Lead and support regional staff to meet the outcomes of the project plans / activity work plans
- Coordinate and lead program evaluation activities

##### *Communications, media and resources:*

- Coordinate all training and onboarding materials to ensure they are customized for jurisdictional context and kept up to date, to meet the workforce needs
- Work with the Communications Lead to develop and deliver regional communications (i.e. posters, fact sheets etc.) and localize as required
- Oversee and support staff to develop tools and resources that local workforce will require to implement programs

##### *Advocacy for aged care and disability:*

- Establish and maintain strong relationships with regional and national stakeholders in aged care and disability sectors.
- Respond to national policy reforms in relation to Aged and Disability by writing up case studies of good practice from the Partner Organisations
- Regularly communicate key updates and advocacy outcomes to SAWCAN and its Partners

*Support for NDIS and aged care reforms:*

- Ensure that regional programs and projects are developed in response to NDIS and Aged Care reforms
- Collaborate with SAWCAN Partners to design and implement aged care and disability initiatives that are culturally appropriate and meet the reform objectives.
- Deliver ongoing support and guidance to SAWCAN and its Partners teams to ensure program alignment with evolving national policy, contributing to the overall strategic success of the region's services.

*Reporting:*

- Ensure project plans / activity work plans are developed and provided to the various funding bodies in a timely manner
- Develop a process for receiving regular updates from the regional workforce to complete progress reports on project plans / activity workplans
- Complete progress reports and submit to funding bodies in accordance with due dates as described within the agreements
- Provide quarterly written reports to the SAWCAN Directors on the projects, budget updates, successes, challenges and risks
- Meet regularly with SAWCAN Programs Manager to update on progress on work plans, budget, successes and challenges

*Communication and networking:*

- Be the conduit between key stakeholders (eg. NDIA, NACCHO, government and non-government agencies) and SAWCAN members
- Develop and maintain excellent working relationships with each of the SAWCAN members, their staff, Board and executive managers
- Develop and maintain excellent working relationships with NACCHO and AHCSA
- Actively participate in working groups, forums, conferences and other meetings as required
- Set up and maintain regular meetings with key stakeholders
- Organize and facilitate 6 monthly regional workforce meetings / Yarning circles

*Training:*

- Provide training to workforce on NDIS, Aged or other related area as required
- Participate in appropriate education to develop and maintain professional expertise, skills and knowledge.
- Attend ongoing training as required.
- Participate in the sharing of information and resources obtained from training.

*Staff management:*

- Support in the recruitment of staff within SAWCAN structure as it relates to Aged and Disability
- Oversee the day-to-day work of staff that you manage
- Manage leave requests and timesheets for any staff you manage
- Regularly meet with staff that you manage to support their growth, development and delivery of project outcomes
- Undertake annual performance reviews with any staff you manage
- Undertake probational reviews for any staff you manage
- Support and maintain staff wellbeing
- Provide mentoring to staff

*Other:*

- Support with funding applications for the SAWCAN region as required
- Attend stakeholder meetings as required.
- Proactively advocate for and share the successes of SAWCAN as a preferred provider for regional models.
- Build knowledge of local services and organisations workforce can utilise
- Develop and share case studies of good practice across the region
- Respond to national / state policy as it relates to aged and disability where required
- Intra and interstate travel is required.
- Additional ordinary hours and out of hours work may be required.

## PERSON SPECIFICATION

### Skills & Knowledge:

- Deep understanding of Aboriginal and Torres Strait Islander culture and ways of doing business in a culturally appropriate manner.
- Significant and demonstrated knowledge of and experience with the Aboriginal Community Controlled Health Sector
- Demonstrated ability to create, maintain and foster strong professional relationships
- Excellent communication skills, both verbally and in writing with the ability to address a wide range of audiences.
- Demonstrated interpersonal skills and ability to exercise tact and diplomacy; deal appropriately with sensitive issues; and maintain a high level of confidentiality at all times.
- Negotiation, facilitation and networking skills
- Strong administrative management skills
- Ability to work independently to tight deadlines and strong time management skills

### Previous Work Experience:

- Previous experience in a similar role.
- Demonstrated experience working with Aboriginal people, organisations and communities and other stakeholders including government agencies and non-government organisations.
- Demonstrated experience in project management, implementing programs, writing reports, facilitating meetings and presenting information to a diverse audience.

### Personal Attributes:

- Innovative - finds ways to work better and smarter. Has the ability to generate alternative options and ideas
- Determined – can research a myriad of options and is able to set a clear path to move the Network forward. Deals with obstacles and impediments
- Analytical – Takes a systematic approach when building toward improvements
- Ethical – Is transparent, honest and exercises good judgement
- Self-Disciplined - Manages own time to achieve key outcomes
- Flexible – Can adapt to changing circumstances in the workplace / sector and is able to take advantage of new and emerging opportunities
- Resilient - Recovers from setbacks and learns from experience and identifies areas for self-development
- Supportive – has the ability to encourage others, listens actively and can demonstrate empathy when confronted with adversity

### Qualifications & Training:

- Qualification in management / leadership or relevant experience
- Current valid driver's licence, minimum of Class "C" or equivalent.

- Current First Aid Certificate, or ability to obtain.
- Current immunisations or willingness to participate in staff immunisation program.

### DECISION MAKING AND ADVICE

#### Decisions this role makes alone

- Day-to-day operational decisions that relate to the three projects (disability, aged care and community connections)
- Decisions should be in line with already approved project plans.
- The Regional Elder and Disability Program Lead will exercise good judgement and decision-making within this context.

#### Advice/ recommendations

- The Elder and Disability Program Lead provides advice and recommendations to the Programs and Executive Manager of SAWCAN on all matters in relation to (disability, aged care and community connections).

#### Delegation of Authority

- The Elder and Disability Program Lead has delegated authority from the Board of Directors to manage the day-to-day operations of the three projects (disability, aged care, and community connections) in line with the approved project plans / activity work plans.
- The Elder and Disability Program Lead has delegated authority from the Board to approve or decline timesheets, leave forms (except special leave with or without pay, cultural leave, maternity / paternity leave or long service leave for any staff who they directly manage.

#### Financial accountability

- The Elder and Disability Program Lead has a financial delegation of \$1000 within annual budget approved by the Board.

### Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....  
(Employee)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed.....  
(Manager)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_