



JOB DESCRIPTION

Commonwealth Home Support Program (CHSP) Team Leader

Hours of work:	35 hours per week
Responsible to:	Co-ordinator Aged & Volunteer Programs.
Employer:	The Management Committee Chester Hill Neighbourhood Centre Inc
Salary & Conditions	In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 Grade 5 level 5. Position funded until June 30 th 2023 Salary Packaging available

Duty Statement

The CHSP Team Leader is responsible for overseeing Chester Hill Neighbourhood Centres Social Support Individual program and transitioning the program to the proposed Support at Home Program, which commences in July 2023.

The Social Support Individual Program aim is to support aged people to be more independent at home and in the community, thereby enhancing their quality of life and /or preventing their premature or inappropriate admission to long- term residential care by:

- Providing support and opportunities for social interaction for aged, lonely and isolated people, using a wellness and re-ablement approach.
- Encouraging and maintaining involvement from aged people from culturally and linguistically diverse backgrounds in the program and community.
- Instilling a sense of belonging, in people aged 65 plus, within the community

Ensure all outcomes of Chester Hill Neighbourhood Centres CHSP contract are met and both monetary and contract hours budgets are on track.

Ensure information on My Aged Care is current and relevant.

Ensure all Data Entry (DEX) reports are submitted each month

Oversee program staff and the recruitment and support of volunteers.

Implement change management strategies in preparation for the transition to the Support at Home Program in July 2023

To work as a team member of Chester Hill Neighbourhood Centre and adhere to the organisations Policies and Procedures

Work within all legislative guidelines eg WH & S, EEO, Disability Act, Aged Care Act 1997 and Home Care Standards.

Other duties as required by the Centre Manager and Management Committee



SELECTION CRITERIA –

CHSP Team Leader

A Full time 35hpw Commonwealth Home Support Program Team Leader is required at Chester Hill Neighbourhood Centre.

The Social Support Individual project addresses the physical, mental and emotional needs, of people aged over 65, using a Wellness and Reablement approach, who live in South West Sydney.

This position is funded by DOH until June 2023.

Essential:

Relevant tertiary qualifications eg Social Science, Social Welfare or Health related.

Demonstrated experience working with aged in a community setting, including conducting assessments.

Ability to analyse, implement and evaluate program budgets (monetary and social support hours delivered) in accordance with the program guidelines

Demonstrated experience implementing change management strategies

Ability to liaise and network with government and community-based services

Ability to advocate for individuals.

Drivers` License and access to a comprehensively Insured vehicle

Excellent oral & written communication skills

Ability to work independently and as part of a team.

Computer literate

Understanding of and commitment to EEO and WH & S.

Current First Aid Certificate

Willingness to undergo a Police Check and Working with Children Check and must be fully vaccinated (including booster) against Covid 19

2 Current Referees

Desirable:

LR License

Written applications with a Statement addressing each of the Essential Criteria and a copy of a recent R sum  to the Centre Manager - manager@chnc.org.au Applications close Friday 1 July 2022